

# Department of the Army

---

## Headquarters Redesigned Army DUERS Data System (HQRADDS)

### Users' / Reporters' Manual



---

Office of the Assistant Secretary of the Army for Installation Management (OACSIM)

Prepared by Aspex Inc.  
Updated Sept 24, 2004

## 1. Scope of HQRADDs

### 1.1 Identification

This document applies to the energy management database system known as Headquarters Redesignated Army DUERS Data System (HQRADDs). DUERS is an acronym for Defense Utilities Energy Reporting System. It applies only to the Army-wide database maintained at the Assistant Chief of Staff Installation Management System (ACSIM) and is accessed by authorized users of Army energy program.

### 1.2 System Background

In February 1974, Congress required the Federal government to monitor its supplies and consumption of energy in the aftermath of the 1973 Arab oil embargo. To comply with Congress's mandate in Section 2865 of Title 10, United States Code, the various Administrations issued Executive Orders and implementing regulations at the department level, the most recent being Executive Order 12759, Federal Energy Management, April 17, 1991.

Comment [HPS1]: Page: 1  
[HPS1] The executive order has changed.  
LG

The Department of Defense (DOD) established the Defense Utility Energy Reporting System (DUERS) with the DUERS Manual DOD 5126.46-M-2. DUERS is used to obtain energy consumption, inventory, and cost data from the services, and includes all purchased and non-purchased energy, except nuclear.

The Department of the Army (DA) implemented its program with Army Regulation 11-27, "Army Energy Program". The current regulation, issued on 3 February 1997, required all Army installations to submit data to the Army DEIS (Defense Energy Information System) Data System (ADDs) which was developed and implemented on the Program Administration and Execution System (PAX) as one of several modules on the PAX mainframe computer. The PAX system was an improvement over a paper-only system, however it was burdensome for input, became increasingly expensive, and although it met the requirements to report to DOD, did not provide flexibility in reports for aggressive energy management at the installation and Major Commands.

The PC ADDs/HQ RADDs system was designed to replace the use of PAX. The PC ADDs portion of the system was a DOS-based program that required software to be installed at locations around the globe. PC ADDs was used to enter data, which then required the use of FTP to transfer the data to the HQ RADDs system. The HQ RADDs portion of the system housed the energy consumption reports on a UNIX machine, which were accessed by users via Telnet.

The Headquarters Redesignated Army DUERS Data System (HQRADDs) replaces PC ADDs/HQ ADDs. HQRADDs resides on the World Wide Web, and capabilities include data entry and report and graph creation to facilitate aggressive energy management. Hardware and software requirements to access HQRADDs are minimal: a personal computer connected to the Internet with IE 5.5 or above web browser. The web based HQRADDs eliminates the need for updated client software programming and version control since all the --programs and the --database reside on one computer. The Web technologies also allow for future development, as needs dictate. Installation level energy data is submitted on a monthly basis to the HQRADDs. Reports may be

run at any time. Use of the acronym HQRADDs in this document refers exclusively to the latest, Internet-based energy reporting system.

### **1.3 Document Overview**

This manual is prepared in accordance with MIL-STD-498 Data Item Description (DID), Software User Manual (SUM). Its purpose is to provide authorized users the information necessary to access, enter, and retrieve information from the HQRADDs. Authorized users login the system with their AKO username and a default password is assigned for each user by the ACSIM staff. All information in the database is unclassified, although security measures have been implemented to limit access to data based upon username. All installation level accounts have read/write privileges and are referred as "Reporters", whereas all MACOM, MASCOM and HQDA staff have read only privileges and are referred as "Users".

### **1.4 Referenced Documents**

- Executive Order 12759, Federal Energy Management, April 17, 1991
- Defense Utility Energy Reporting System (DUERS) Manual DOD 5126.46-M-2
- Army Regulation 11-27, "Army Energy Program", February 3, 1997
- MIL-STD-498
- Report Control Symbol for all DUERS reporting is DD-A&T (M) 1313

## **2. System Description**

HQRADDs is an automated energy management system that collects energy consumption data (facility and mobility petroleum fuels, non-petroleum fuels, electricity, gases and water) for active Army, Reserve and National Guard installations to fulfill the DOD and Congressional requirements (section 2865 of title 10, United States Code, and Executive order 12123, Greening of the Government through Efficient Energy Management). HQRADDs supports DA and DOD energy reporting requirements. It also provides management and analysis data to installations, MACOM, Regions and HQDA/IMA managers.

HQRADDs resides on the World Wide Web and can be accessed via the following website: ***“[hqradds.hqda.pentagon.mil](http://hqradds.hqda.pentagon.mil)”***. Capabilities include data entry, reporting and graph creation to facilitate aggressive energy management. HQRADDs has successfully completed the Information Technology Security Certification and Accreditation Process (DITSCAP) and is fully operational using ORACLE version 8i. Using Windows 2000 platform, Oracle 9iAS EE (Apache server), and Oracle Server 8i for applications, HQRADDs is a system with end-to-end security. This tri-level system supplies scalability, minimized network traffic, and simple transactions. User system requirements include a web browser, Adobe Acrobat reader to view PDF formatted reports, and JInitiator software (downloaded during initial sign-on) to display form on the web.

Users access the HQRADDs application through the main server located at Pentagon. The HQRADDs main page has links to the Bulletin Board, Manuals, FAQ's Tutorials, and the HQRADDs application. The bulletin board link redirects the user to the FAQ's and provides them with an HQRADDs email address for assistance. The HQRADDs link when clicked goes through the process of authenticating and authorizing the user and granting access to the application based upon the privileges set in the system. All users connect with their AKO id and the default password that is issued by the ACSIM staff. Upon successful login the user is prompted to change the password of their choice. Government contractors can be provided access to HQRADDs with the approval of the Contracting Officer's Representative.

HQRADDs allows energy managers at installations, MACOM, Regions and HQDA to analyze and manage energy use for trends, measure progress toward energy goals/targets, and more effectively manage energy resources. In addition, it facilitates energy data reporting to DOD that requires energy consumption data to be reported in a specified format. Future upgrades will incorporate management/analysis tools for Regions also.

However, the data is only as useful as it is timely and accurate. In accordance with AR 11-27, *Army Energy Program*, installations are required to report energy consumption on a monthly basis. For more information on reporting requirements, review AR 11-27, Chapter 4.

Upgrades are made as necessary to comply with DA and DOD requirements. System maintenance and improvements are accomplished as needed.

Users are encouraged to send email to [hqradds@hqda.army.mil](mailto:hqradds@hqda.army.mil) with their issues/concerns regarding the system.

### **3. System Requirements for Access**

The Army energy database resides on a Windows 2000 server. The database was created using Oracle 8i, and can be accessed by Installations, Regions, MACOM, DA Staff, and ACSIM staff. Information is input in the system via custom designed forms and retrieved in any of the 33 pre-scripted reports.

Below are the system requirements for access to the application:

- Access to the Internet
- Operating system Windows 95, 98, NT, 2000 or XP (preferable Windows 2000). If using Windows 2000, it is recommended that Service Pack 3 must be installed.
- Internet Explorer version 5.5 and higher with JAVA plug-in and JAVA applets enabled.
- Firewall Ports 9000, 9020 (as TCP/IP connection to IP 141.116.124.226), Port 80 and PORT 1521 should be opened both inbound and outbound.
- JInitiator version 1.1.8.19 must be downloaded.
- The recommended monitor size is 14 inches with a minimum resolution of 800 x 600 with small fonts.
- Adobe Acrobat Reader – requires a minimum 16 MB RAM for Windows 2000, and 10 MB available hard disk space. Windows 2000 users wishing to run Acrobat Reader 4.0 must install Service Pack 3.
- A mouse is required to navigate all of the windows and forms within the HQRADDS system. Also, if the user wishes to print out reports, the PC should be connected to a printer, either locally or through a Local Area Network (LAN) connection.

### **4. System Access**

The following is required to access the system:

**1. Establish an AKO account.** [https://www.us.army.mil/portal/portal\\_home.jhtml](https://www.us.army.mil/portal/portal_home.jhtml) All US Army soldiers and civilians should have AKO accounts. Contractors need a sponsor, either DA civilian or soldier. They should contact the first person within their chain of command with full AKO authorities as their sponsor.

**2. Establish RADDs account.** Once you have an AKO username please provide contact information (name, address, phone #, installation name, DODAAC and AKO username) to the HQDA staff at [hqradds@hqda.army.mil](mailto:hqradds@hqda.army.mil). An account will be created in the RADDs database and an email with instructions on connection to the RADDs system along with a default password will be sent to the user. The user will connect with the credentials provided and will be prompted to change the default password with successful connection.

**3. Download Jinitiator.** This program can be downloaded directly from the HQRADDS website. Click on “HQRADDS” link on HQRADDS webpage. The system will prompt the user to

download the software and depending on traffic and connection it can take anywhere from three to 30 minutes.

**4. Set Properties for JInitiator.** After successful install of JInitiator the properties of JInitiator should be set correctly. Go to Start/Programs and click on program named – JInitiator Control Panel 1.1.8.19. This will bring up the properties box for JInitiator. Make sure that “Enable JInitiator” and “Show Java Console” are checked and Network Access is selected as “Unrestricted”. Apply any changes made and exit out of the properties box of JInitiator.

**5. Update Certification file.** The certification file (certdb.txt) loaded with JInitiator is to be updated with new certificate information. This file will be sent to all users when account is created for them. This file should be copied to the **security folder** found under C:\Program files\oracle\JInitiator 1.1.8.19\lib\ . This file is also available from the Region energy manager, ACSIM/HQRADDS program manager or HQRADDS system administrator.

**6. Access HQRADDS application.** Once the above steps 1-5 are completed the user can access the application via URL – *hqradds.hqda.pentagon.mil*. When prompted to enter the username and password the user should enter their AKO username (excluding "@us.army.mil") and the default password provided by the HQRADDS system administrator. The system will prompt the user to create a new password.

The user should then have access to the system/DODAAC(s) as requested.

## **5. System Functionality**

These instructions provide Army DA staff, ASCIM staff, Regions and MACOM with information on how to use the HQRADDS system. The HQRADDS provides timely, reliable, and accurate information on energy products used at the installation level. This information can be used to evaluate energy trends and to determine progress toward consumption goals.

At the installation level, the HQRADDS uses personal computer (PC) technology to allow the input of energy consumption data on-line and directly into the main HQRADDS database. This way the installations can access their entire historical data file at any time to analyze usage and trends without having to store data locally.

Installations report petroleum fuel data, Defense Mobility Energy Reporting System (DMERS), and utility consumption data (DUERS) each month. Energy consumption data may be entered at any time but at a minimum must be reported once per month. Energy Conservation Officers (ENCONS) are responsible for ensuring that accurate HQRADDS data is entered on a monthly basis.

Data entered into the HQRADDS database must be accurate. The reports are used at all levels of Government for energy conservation evaluation and energy-related budgetary, procurement, operational planning and decision-making. Installations/MACOMs should not report DUERS consumption to the HQRADDS for an Army activity at another service's installation or other Federal Government installation. That installation is to include the consumption in its report. For example, if a MACOM building is leased from the General Services Administration (GSA), and


GSA includes the building's consumption in its report, there is no need for the MACOM to report that consumption. On the other hand, all fuel consumption at leased commercial facilities shall be reported by the Army activity. See AR 11-27 for additional information.

Users of HQRADDs directly access the Oracle database holding all Army energy information via the Internet.

For purposes of this manual, personnel with authorized access to HQRADDs will be referred to as 'Users' throughout this document. Similarly, individuals entering the information at installations will be referred to as "**Reporters**". Access security is determined by the username (logon ID) of the individual logged on to the system. A DODAAC username allows the individual to enter and review data and run reports and graphs for their installation. Other usernames allow the individual to run reports and graphs for any combination of installations and level of command. Extensive knowledge of data processing is not required to retrieve data from HQRADDs.

## **5.1 Overview of Operation**

The HQRADDs database is located on a Windows 2000 server that is always available for input of new, and changes to, existing data via forms. Reports can be produced at any time to view data. Accessing the HQRADDs database requires the entry of a valid username and password; once entered, you will go directly to the HQRADDs home page. At the top of the screen will be a menu with the options of exiting the system, entering data via one of the four data entry forms, running reports, and creating graphs. The Update menu with data entry forms will be disabled to the users with read only privileges. Once data is entered into the system it is immediately available to view and is included in reports.

Note: User responses in a sample session are underlined throughout this document. The  symbol is used to indicate when the user is required to hit Enter, or the carriage-return key. Menu commands are underlined once.

### **5.1.1 Using a Mouse**

A mouse is required for navigation within HQRADDs. It will be displayed using the cursor as enabled on the user's machine. The default cursor is normally an arrow.

### **5.1.2 Using the Keyboard**


While HQRADDs may not be operated using only the keyboard, users may use it to perform many of the same functions as the mouse. Hot keys (section 5.1.3) enable the user to select menu items and are available in the "Welcome to HQRADDs", Report, and Create A Graph screens. Special Keys (section 5.1.4), including the arrow keys, function as they would in other Windows applications however, they do not function in form fields that are not key fields. The Tab key and Shift+Tab enable the user to navigate between fields without using the mouse.

### 5.1.3 Hot Keys


A hot key is a method of selecting a menu item or executing a command by pressing the ALT key and a specified letter on the keyboard. Menu options in the "Welcome to HQRADDS", Report, and Create A Graph screens each have a hot key which appears as an underlined letter. A hot key performs the same function using your mouse and clicking on an item. The following hot keys are available:

Page	Hot Key	Menu Item
"Welcome to HQRADDS"	Alt + E	<u>Exit</u>
	Alt + R	<u>Reports</u>
	Alt + G	<u>Graphs</u>
ADDS-1 & ADDS-2 Update	Alt + A	<u>Action</u>
	Alt + R	<u>Record</u>
ADDS-1 & ADDS-2 Reports	Alt + F	<u>File</u>
Create A Graph	Alt + F	<u>File</u>

### 5.1.4 Special Keys

The TAB key moves the cursor from field to field in the update, report and graph forms. Shift TAB, known as BACKTAB, moves backward through a form. In the report form these keys move through the buttons at the bottom of the form; if a button is highlighted, its function will be performed if the user hits  or clicks the mouse button. The left and right arrow keys will move the cursor within a field. The up and down arrow keys scroll through parameter field drop down menus.

### 5.1.5 Menus

Operations within HQRADDS are performed by selecting items from the menu at the top of the screen. To select an item from the menu, either click on the command with the mouse or press the appropriate hot keys. When the drop down menu appears make your selection by clicking the mouse or scrolling with the up and down arrow keys . The menu at the top of the "Welcome to HQRADDS" page shows four commands - Exit, Update, Reports, and Graphs.

Exit. Selecting the Exit menu item closes the open window and returns the user to the preceding window. Selecting Exit while in a report form will return the user to the "Welcome to HQRADDS" page. Clicking "X" in the top right corner of the window accomplishes the same action.

Update. **This menu item is only available to Reporters.** Selecting this menu item generates a drop down menu with the options of entering ADDS-1, ADDS-2, Annual Factors or Degree Days data.




Reports. Selecting Reports from the menu presents two options: ADDS-1 Reports and ADDS-2 Reports.

Graphs. Choosing the Graphs item will launch the Create A Graph screen where users may choose between generating an Energy Graph or a Progress Graph.

When exiting the forms, Reporters will exit the Update forms via the Action menu and exit the Reports and Update forms via the File menu.

#### **5.1.6 Windows**

All update, report and graph forms are accessed through menu items on the “Welcome to HQRADDs” page. Once selected, these commands launch new windows where data may be entered to update the system, generate reports or generate graphs. Multiple windows may be open at any given time during a session and their names will appear along the bottom of your screen. And while only one update form may be open at any given time, the user does not need to close a report window in order to return to the report form screen to run another. This allows the user to toggle between different report windows to compare data. It is recommended that the user close any windows that are not needed to release system memory and eliminate the confusion that can arise from having too many windows open at a time.

By pressing the – symbol in the upper right corner of the window, the current screen is minimized and will appear as a rectangle along the bottom of your screen. You may make the highlighted window smaller or expand it to the full size of the screen by clicking on the two boxes  in the upper right corner of the window. Clicking on the “X” in the upper right corner will close the window. In this document the terms screen and window are used interchangeably.

#### **5.1.7 Fields**

The primary method of entering and modifying data and generating reports and graphs in HQRADDs is by entering data into fields. HQRADDs contains three types of fields:

- **Key fields**
- **Action Fields**
- **Data fields**
- **Parameter fields.**


Key fields are those that appear on the left of the screen in the Update form; they uniquely identify a record.


Action fields are situated next to the keys fields and allow and prompt user to select records for querying or updating.

Data fields are the fields in the Update form into which Reporters enter and modify data.

Parameter fields are the fields within the Run Report and Create A Graph Form that permit the user to generate a report or graph based upon specific criteria. Parameter fields comes in two

styles —those that permit manual entry of values and those that contain drop down list boxes permitting the user to select a value from a list. Examples of these fields are the energy data entry fields in the Update forms and the Start and End Date fields in the Run Report forms. Values for all parameter fields are required whether the user is entering data or generating reports or graphs.

Update Forms. ADDS-1, ADDS-2, Annual Factors and Degree Days Update forms all contain key and data fields into which Reporters enter and modify data. Key fields uniquely identify records and enable the user to query the database to determine whether data for a particular product, month or year has been entered. These fields appear in the top left portion of the update screen. Data values in the selected field may be edited using a combination of the alphabetic, numeric, cursor, delete, and the backspace keys. Fields containing drop down menu boxes allow the user to select a value from a list of available values but do not allow for manual data entry. Use the up and down arrows or using the mouse to scroll until the desired value appears. Press  or click with the mouse to select the value

Report Forms. In the ADDS-1 and ADDS-2 report forms, parameter fields must contain a value before a report will be generated. The Report Name, Report Type, Fiscal Year, Fiscal Year or Fiscal YTD Quarter, Product, and Units fields contain drop down menu boxes that permit the user to select from a list of available values. The item value is selected by pressing the up and down arrow keys until the desired value appears. Press  or click with the mouse to enter. The Command Level and Output Format fields contain radio buttons that may be selected by clicking with the mouse. The Command Level data field may be changed only by those users whose logon IDs grant them access.

The Start Date, End Date, and Installation Name fields are the only ones that require direct user input. Values for the Start and End Date fields must be entered in the following format: DD-MON-YYYY. The Installation Names field requires at least one entry for MASCOM and MACOM level reports. Refer to section 7.6 for error messages.

Graphs. The Create A Graph Form contains the parameter fields similar to those in the update and report forms – Graph Name, Command Level, and name. To choose a Graph Name click on the drop down menu box and select either Energy or Progress. If the Energy Graph is selected the Fiscal Year parameter field appears in the lower portion of the screen. This field is a drop down list box of years ranging from 1985 to the current year + 2. The user must select one of these values to generate a graph. The Progress Graph does not contain a parameter field although depending on the user's level of command the user may create a graph for a name other than his/her own.


## **5.2 Security and Privacy**

All information in the system is unclassified. However, energy usage of individual installations is sensitive, and security provisions are in place to restrict the entry of and access to data. Contact the system administrator if you believe you are not getting sufficient information. Contact the system administrator if your account is locked or you are having trouble connecting with your ID.

## 6. Initiating a Session

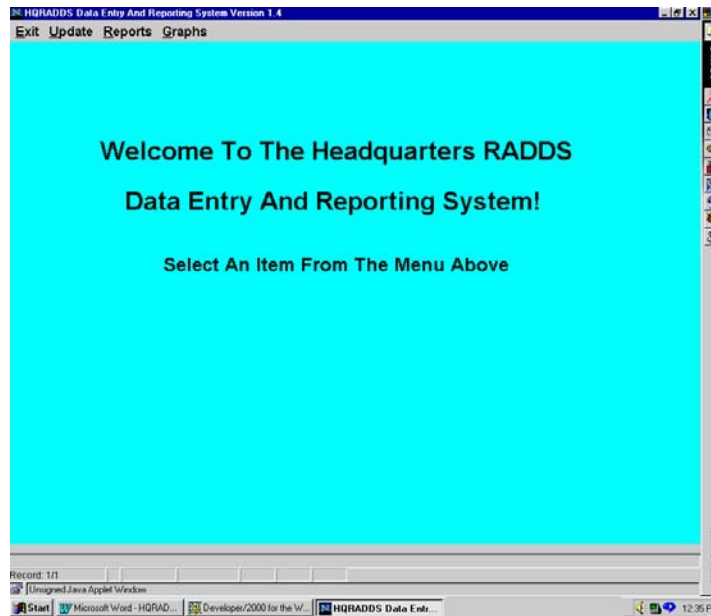
Prior to initiating a session please be sure that all system requirements (listed in Section 3) are met and steps listed in Section 4 are complete.

Open your web browser and enter the web site address **hqradds.hqda.pentagon.mil**. It will take approximately 5-6 minutes for the page and accompanying graphics to download. Once complete, with your mouse click on the **HQRADDS** link. The browser will download a Java applet and accompanying Java class files that enable the system to function, and a message will appear in the lower left corner of the browser screen “Applet Loading” and then “Applet Initialized” and the java console will show up on the extreme left corner showing all the background processes that are being run. Depending on Internet traffic, the download time will vary between one and five minutes. Once loaded, the applet will remain in memory until the session is terminated (the browser is closed).

When the Logon dialog box appears, enter your username, password, and database. Database field is optional and can be left blank. Select the **Connect** button with your mouse or press the Tab key until the Connect button is highlighted .

At this point the “HQRADDS data entry and Reporting System Version 1.4” screen appears (Figure 1). Note: This page will be referred to as the “Welcome to HQRADDS” page. At the “Welcome to HQRADDS” page the user may select any of the available menu items to generate reports and graphs. The Update item will only be available to those users with read/write privileges.

Figure 1




## 6.1 Stopping and Suspending Work

The following instructions apply to the operation of HQRADDS in general, and apply to all update, report and graph operations. When finished with your session in the Update forms, select the Save button to save entered data to the database. Then close out of all Update windows by selecting Exit from the Action menu. Continue closing all of the application screens either by selecting Exit from the File menu or click on the "X" in the upper right corner of the window. If the Reporter tries to exit the system without saving changes made to records, the following dialog box will appear "Do you wish to save your changes?" If the user answers "no" then changes made to the system are cleared upon exiting.

To exit Run Report, Create A Graph, report and graph screens select Exit from the File menu. You may also close these screens by clicking on the "X". Exiting the software application by closing the browser, without first closing the application windows, is not recommended.



If a report takes too long to generate, click on the  icon in Internet Explorer on the Internet browser's menu. The browser will stop downloading the graph or report. Exit the screens as you would normally.

## 7. HQRADDs Capabilities

The HQRADDs allows real-time entry of energy consumption data via custom designed forms and provides various levels of the 33 standard reports for data retrieval. DODAACs may enter data and view reports for their individual installation. Regions, MACOMs, and Army level users may generate reports and graphs for any combination of installations and level of command, but may not enter data.

### 7.1 Data Entry Operations

HQRADDs data is entered and changed via data entry forms accessed through the Update menu on the “Welcome to HQRADDs” page. Selecting Update allows the Reporter to choose any of the following four data entry forms

- **ADDs-1**
- **ADDs-2**
- **Annual Factors**
- **Degree Days**

When the user first enters the form, all records that the user may change on that day are fetched from the database. The data entry form displays the first record of this set. The total number of records fetched is displayed at the bottom left hand side of the window. A record is uniquely identified by its key fields, which appear on the top half of the data entry form. For example, the DODAAC, Year, Month and Product fields are the key fields for both DUERS-1 and DUERS-2 records. These fields will assist the Reporter with locating and retrieving records. The remaining fields are referred to as data fields.

Data records are presented in DODAAC, calendar year, month and product code sequence. Each record should be saved when all entries are complete. You may not enter product codes, DODAACs, or months directly. A drop down menu prompts you to select the required year, month and product. DODAAC is a display field and is populated when the user logs in. In the ADDs-2 Update form selecting a product automatically selects the unit of measure. The ADDs-1 update form does not contain units data field; data must be entered in barrels.


The Reporter may save each record to the database as the data is entered or may wait and save all records at once. Information, warning, and error messages built into the system warn the Reporter when values entered vary greatly from those entered in previous time periods or are not allowed, i.e., negative numbers, thus ensuring data integrity.

### 7.1.1 Navigational Buttons

Data Entry. Each of the data entry screens has a row of buttons along the bottom of the screen. These buttons can be selected by clicking them with the mouse or by pressing the Enter key when the button is highlighted. Each of these buttons performs the action as follows:

<<	Moves to the first record of the selected records
>>	Moves to the last record of the selected records
>	Moves one record forward
<	Moves one record backward
<b>Add a Record</b>	Validates the record to be entered and inserts a new record ready for data entry. NOTE: this does not save the record to the database.
<b>Save</b>	Saves the record to the database.
<b>Clear Record Value</b>	Clears the record of all data elements
<b>Refresh data</b>	Recalculates the opening and closing balances of all records fetched.

These functions performed by these buttons may be also be accomplished by selecting their corresponding menu items from the Record menu.

Report Generation. The Run Report forms have two buttons located in the bottom right portion of the screen. These buttons can be selected by clicking them with the mouse or tabbing until they are highlighted . The actions performed by each of these buttons are as follows:

- **Run Report.** Generates the requested report in a new browser window.
- **Cancel.** Clears the Run a Report screen of report parameter fields. Values entered into the key fields will remain until changed by the user.

You may not enter report names, report types, products, units of measure, fiscal year or quarterly or yearly selection criteria directly. These fields contain drop down list boxes that require the use of a mouse or the up and down cursor (arrow) keys to select the desired entry. The level of command is selected via the use of radio buttons.

Graph Generation. The Create A Graph form contains only one button.

- **Create Graph.** Generates the requested graph in a new browser window.

### 7.1.2 Querying a Record

When the user first enters any of the four form, all records that the user may change on that day are fetched from the database. The data entry form displays the first record of this set. The total number of records fetched is displayed at the bottom left hand side of the window.

In ADDS1 a user can modify records back till Oct 1998, in ADDS2 and Annual Factors the user can go back till Oct 2001, and in Degree Days records can be modified which fall within the last one year.

#### Query a Single Record:

In order to find a record follow the steps below:

- Select the desired form.
- With your mouse click on “**Enter Criteria**” button – all fields blank out.
- Select the Year, Month and Product (depending upon which form you have selected) and click on the “Get Record” button. This will display the values of the selected record in all fields if the record exists.
- If the record is updateable you can either make changes to the record or delete the record and click on the “SAVE” button to save the changes made.
- If the record is not updateable you will receive a warning message that record cannot be updated as it falls outside the update range.
- If the record does not exist the message will prompt you to add a record.

**IMPORTANT -----** User **MUST** click on the “Enter Criteria” and “Get Record” buttons every time you want to find and display a record. The system will not work if you just select the FY, Month or Product from the drop down menus.

**User can still query and update/delete records the old way by navigating through the arrow keys**

### 7.1.3 Adding a Record

In order to Add a record follow the steps below:

- Select the desired Form.
- With your mouse, click on “**Add A Record**”. The system will automatically apply the current Year and Month.
- Select the “**Year**”, “**Month**”, “**Product**” you are going to Add. In ADDS-2, “Unit” field is calculated automatically based upon the Product Code selected. The “Date of Last Change”

will be populated with the current date. The USER\_ID field will also be populated automatically.

- Add data to the necessary fields.
- After you have completed the input click on the “**SAVE**” button found next to the arrow keys (<<, <, >, >>) on the screen. If you are inputting data in ADDS-1 make sure that the opening and closing balances match.
- Upon clicking the “Save” button you might be prompted with some warning or information messages. Please review them and press either “**Continue Anyways**” to continue or “**Cancel**” to review the numbers entered in the fields.
- Upon clicking on “Continue Anyways” the Comment Box appears prompting the user to input any information relevant to the record just entered. Comments are required if item was not previously reported (month), figures are over/under a previous submission, etc. This will aid those individuals that review your input.
- After comments have been entered click on “**File**” and “**Exit**”. Message box is displayed informing the user that database apply was complete and one record has been saved.
- It is at this point that your data has been saved into the database.

If the record you are entering already exists in the system a pop-up dialog box will appear and the Add function will be aborted.

#### **7.1.4 Updating a Record**

Once information is entered into the RADDs database, it can be changed provided they fall in the update criteria. In ADDS1 the user can edit records back till Oct 1998, in ADDS2 and Annual factors the user can modify records back till Oct 2001 and in Degree days records can be modified that have been entered in the last one year.

When the user first enters the Update form the records that may be edited are those that are fetched from the database. To update a record the user can follow one of the steps below:

##### **Option 1 – This is the recommended way to query and change an existing record.**

- Select the desired form.
- Click on “**Enter Criteria**” button – all fields blank out.
- Select the Year, Month and Product that you want to modify and click on the “**Get Record**” button. This will display the values of the selected record in all fields if the record exists.
- If you are attempting to update a record which falls outside the update window the user will be prompted with a message that you cannot update a record.
- If the record is updateable the user can make necessary changes.
- Before clicking the “Save” button, verify that closing balance is reflecting the right value.



- Then click on the “SAVE button. This will save the record in the database and the screen will default back to the first updateable record.

**Option 2** – This is a cumbersome way of updating records and is NOT recommended, however if a user is comfortable using this method they may choose to do so.

- Select the desired form.
- Locate the record you want to modify using the arrow keys found at the bottom of the screen. (<<, <, >, >>).
- After you have located the record you want to modify, please ensure it is the product, year and month you intend to change.
- Make required changes and click on the “**SAVE**” button found next to the arrow keys (<<, <, >, >>) on the screen. If you are updating data in ADDS-1 screen make sure that the opening and closing balances do match.
- You may be prompted with a “**Comment**” screen. Enter any relevant comments and click on “**File**” and “**Exit**” to save your modified record.

### **7.1.5 Deleting a Record**

Once information is entered in RADDs, records can be deleted provided they fall in the update criteria mentioned in section 7.1.4.

There are two ways how a user can delete a record

#### **Option 1**

- Select the desired form.
- Click on “**Enter Criteria**” button – all fields blank out.
- Select the Year, Month and Product that you want to delete and click on the “**Get Record**” button. This will display the values of the selected record in all fields if the record exists.
- Click on “Delete a Record” from the “Record” menu item on the top.
- The record disappears from the screen defaulting to the current Year and Month and all fields displaying ‘0’s.
- Then click on the “SAVE” button. The transaction is saved deleting one record from the database and the screen defaults back to the first updateable record.
- **Note:** If “SAVE” button is not clicked after deleting the record, the record will not be saved in the database, although it disappears from the screen.

## **Option 2**

- Click the desired form.
- Locate the record you want to delete using the arrow keys found at the bottom of the screen. (<<, <, >, >>).
- After you have located the record, please ensure it is the product, year and month you intend to delete.
- From the **“Actions”** menu click on **“Delete A Record”** to delete the selected record. Then click on **“Save”** found next to the arrow keys (<<,<,>,>>) on the screen to save the action performed in the database.

### **7.1.6 Error, Warning & Information Messages**

HQRADDs may display an error or warning message when trying to enter, update, and save a record or if date information is entered incorrectly in the report parameter fields. In the Update forms, messages labeled error mean that the record could not be written to the database. A common cause for an error is a closing inventory that is less than zero. Warning messages appear when data is inconsistent with that entered in previous months. At this point the Reporter must confirm if they wish to “continue anyway” with the save. Select “no” if you believe that the data entered may be incorrect. If you are sure that the data entered is accurate, select “yes,” which opens the Add A Comment window. The Reporter must enter an explanation for continuing with the save in spite of the warning message.

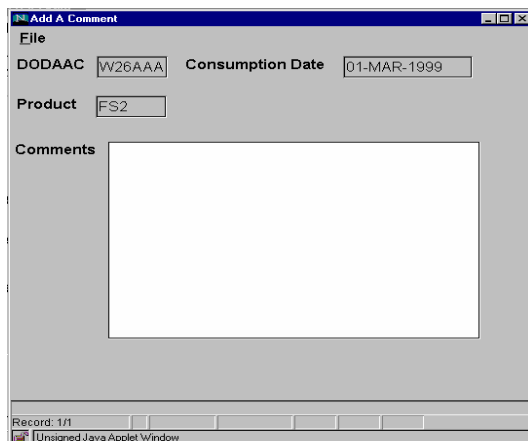
An information message will appear to confirm a command such as asking whether you would like to save your data before exiting. Clicking on the **OK** button or pressing Enter on the keyboard closes the dialog box. If the message appears on the in the lower left corner of the form, clear the highlighted data and type a new entry to continue.

In the Run Report forms, error messages may appear when the user incorrectly formats Start and End Date values or does not enter a value in a required field, such as the six fields for installation and other names. The messages will go away once the data has been properly formatted or entered.

### 7.1.6.1 Add A Comment Screen

When the Reporter overrides a warning message to save a record the Add A Comment window appears. The window contains two fields, DODAAC and Comment. The DODAAC field will contain your username and will be grayed out. The Comment field is where the Reporter should enter text explaining why the warning message was overridden and any other information about the record that is relevant.

**Figure 2**



After entering text, select Save from the File menu. A window pops up – “FRM-40404 Database apply complete: 1 records applied and saved.” Clicking OK closes the pop-up window as well as the Add A Comment screen and returns the Reporter to the Update screen. In the lower left corner of the Update screen the message “FRM-40400: Transaction complete: 1 records applied and saved” will sometimes appear informing the Reporter that a complete record has been saved to the database.

To exit the Add A Comment screen without entering a comment, select Exit from the File menu.

### 7.1.7 DUERS1

The HQRADDS DUERS1 data contains inventory, receipt and consumption data for petroleum products (Figure 3). Data is entered for each month by DODAAC, calendar year, month and product code. See Appendix A for a list of currently valid product codes. The Year, Month and Product Code values are selected by clicking on the ▼ triangle in the drop down list box.

**Figure 3**

Oracle Forms Runtime - [WINDOW1]  
**Action Record**

Press the "Enter Criteria" button to query a record or select a record for editing.

Year: 1998    Enter Criteria    Change Date: 10-SEP-2004    Changed By: HQADDS  
 Month: September    Get Record  
 Prod: DF2

DoD Receipts	240	Comm Receipts	0	Mobility	300
Building	0	Family Housing	0	Process	0
Downgrade/Loss	0	Credit Card	0	Marine Iss	0
Air Force Iss	0	Navy Iss	0	Bulk DoD Iss	0
Non-DoD Iss	0	Other Army Bulk Iss	1	Closing Inv	492
Issues	301	Opening Inv	553		

<< < > >> Add A Record Save Clear Record Values

Record: 1/146    <OSC> <DBG>

Mod: DUERS1    File: ocuments\RADDS - FORMS\Duers1.fmb

Start | Inbox - Micr... | C:\Docume... | HQRADDS ... | Manual-092... | Oracle For... | Oracle For... | Document1 ... | 9:42 AM

### 7.1.7.1 Inventory

The HQRADDS software determines the opening and closing inventory values. The program displays these fields but does not allow changes. The opening inventory is set to equal the closing inventory for the previous month for the same product. The closing inventory is calculated as the opening inventory plus all receipts minus all consumption. The calculated closing inventory must be correct since it will be carried forward for the next entry. Each month should have a record for each product that is used even if there is no receipts or consumption during the month.

### 7.1.7.2 Data Preparation

Preparation for petroleum data entry involves summing the quantities from receipt and delivery tickets and converting units of measure. Energy reporters usually prepare a worksheet for each product and month. Receipt totals are entered for DOD receipts and commercial deliveries, and credit card purchases. Consumption totals are required for non-family housing buildings, family housing, mobility and process. Products are considered consumed when delivered to end-user

tanks. Valid product codes are listed in Appendix A. The IA1, IAA, IAB, IP4 and IP8 codes are provided for fuel purchased for military aircraft at civilian airports. These products are required as refueling at a civilian airport normally costs 20 percent more than the corresponding products JA1, JAA, JAB, JP4 and JP8.

### 7.1.7.3 Petroleum Units of Measure

Petroleum data are stored and reported to DOD in 42 gallon barrels. The user must convert figures prior to data entry.

### 7.1.8 DUERS2

The HQRADDS DUERS2 database stores consumption and cost values for energy utilities and solid and renewable energy sources (Figure 4). DUERS2 data is entered monthly by DODAAC, calendar year, month and product code. See Appendix B for a list of product codes that can and should be reported. The Year, Month and Product Code values are selected by clicking on the ▼ triangle in the drop down list box. The “Units” field is calculated automatically based up on the Product Code selected.

Figure 4

Oracle Developer Forms Runtime - Web

WINDOW1

Action Record

Press the "Enter Criteria" button to query a record or select a record for editing.

Year: 2001

Month: August

Prod: COL

Enter Criteria

Get Record

DODAAC: hqadds

Change Date: 05-AUG-2004

Changed By: STEVE.KJ

Units: TONS

Cost (minus FH Cost): 48930

Family Housing Cost: 334

Building Consumption: 1170

Family Housing Consumption: 8

Process Consumption: 0

Mobility Substitution Consumption (MSE): 0

Closing Inventory: 0

Optional BTUs: 0

<< < > >> Add A Record Save Clear Record Values

Record: 1/1

Mod: File:

Start | Inbox - Micr... | V:\hqraddd... | HQRADDS ... | Manual-092... | Oracle For... | Hqraddd - ... | Oracle De... | 10:08 AM

### **7.1.8.1 Petroleum Data**

Users are required to report summary petroleum consumption along with the utility data. HQRADDs makes these entries automatically as data is entered into DUERS1. Cost is calculated by multiplying consumption by the DOD specified unit cost. The summary product codes are FSD, FSR, FSX and FOR. Direct entry of these products is not permitted.

### **7.1.8.2 Data Preparation**

Energy reporters usually prepare a worksheet for each product and month. The valid DUERS2 product codes are listed in Appendix B. Installations will frequently receive two or more bills for a service, possibly from more than one provider. Quantities must be summed separately for family housing, process and mobility substitution (MSE) and other buildings. Process energy is facility energy consumed in the manufacture, maintenance, overhaul and destruction of products including vehicles, munitions, propellants and components of these. MSE is facility energy that directly substitutes for mobility energy to achieve greater energy efficiency. If usage categories cannot be economically metered, the usage will be estimated by professionally recognized methods. The sum of all usage must equal the sum of the billed quantities. The inventory quantity is reported in the same units as consumption but only for product codes ANC, COL, PPG and WUD. Enter the measured or certified BTU content of the product into the Optional BTUs field only if the content differs from the standard value in Appendix B. All cost, consumption and inventory values must be rounded to the nearest integer value prior to entry in HQRADDs.

### **7.1.8.3 Units of Measure**

The product code determines the DOD units of measure that are displayed by HQRADDs. The units are also shown in Appendix B. Invoices for a product may have different units. Users must convert to a single unit of measure prior to summing invoices for a product. If the sums are not the DOD reporting units, the sum must be converted to the DOD units. The following conversions may be useful:

- Divide kilowatt-hours by 1,000 to get megawatt-hours.
- Divide hundreds of cubic feet (CCF) by 10 to get KSCF.
- Multiply cubic meters by 0.0353 to get KSCF.
- Multiply metric tons by 1.1023 to get short tons.
- Divide therms by 10 to get MBTUs.
- Divide liters by 3.785 to get gallons.

### 7.1.9 Annual Factors

The annual factors are stored by DODAAC and fiscal year. They are developed as of the end of September of each year. The annual factors record should be entered with the September DUERS2 data. The Annual Factors record may be updated as required. Year values are selected by clicking on the ▼ triangle in the drop down list box.

Figure 5

Oracle Developer Forms Runtime - Web

Annual Factors Data Entry

Action Record

Press the "Enter Criteria" button to query a record or select a record for editing.

FY: 1998

Enter Criteria

Get Record

DODAAC: W26AAA

Change Date: 21-SEP-2004

Changed By: BENU. ARYA

Building Cnt	1	Building KSF	1	AC Tons	0
FH Building Cnt	0	FH Building KSF	0	FH AC Tons	0
Process Building Cnt	0	Process Building KSF	0		
MSE Building Cnt	0	MSE Building KSF	0		
Process Output Units	0	Potable Water (MGal)	0	Recycled Water (MGal)	0

<< < > >> Add A Record Save Clear Record Values

Record: 1/1 ... <OSC>

#### 7.1.9.1 Values

Fields are provided for building count and building area for each DUERS2 consumption category. Building area is entered in thousands of square feet (KSF). The Building count and area must not include family housing, process or MSE area. The Family Housing includes family housing buildings (real property category codes 711xx) currently being used for family housing. Process usually applies only to Army Material Command facilities that produce or rebuild weapons and ammunition. The air-conditioning tons (AC TONS) and family housing air conditioning (FH AC TONS) values are optional.

### 7.1.9.2 Inventory Adjustments

The annual factors are used to calculate meaningful per unit energy consumption values. They are determined from the real property inventory with adjustments. Do not include buildings that are not in regular use, not consuming any energy or are awaiting demolition. For example, mothballed buildings and storage igloos without utility service would not be included. Installations with a large net increase or decrease in building area may adjust the values for the dates of disposal or occupancy. For example, a 4,000,000 SF building received at the end of January would be reported as 4,000 times 8/12 or 2,667 KSF. The full 4,000 KSF would be reported in following years.

### 7.1.10 Degree Days

Entry of Degree day data is optional unless required by a Reporter's higher headquarters. Heating Degree Days (HDD) and Cooling Degree Days (CDD) require that a valid Year be entered. Year values are selected by clicking on the ▼ triangle in the drop down list box.

Figure 6

Oracle Developer Forms Runtime - Web

Degree Days Data Entry

Action Record

Press the "Enter Criteria" button to query a record or select a record for editing.

FY: 2004

Enter Criteria

Get Record

DODAAC: hqadds

Change Date:

Changed By: BENU.ARYA

CDD:

Jan	0	Feb	0	Mar	0	Apr	0
May	0	Jun	0	Jul	0	Aug	0
Sep	0	Oct	0	Nov	0	Dec	0

HDD:

Jan	0	Feb	0	Mar	0	Apr	0
May	0	Jun	0	Jul	0	Aug	0
Sep	0	Oct	0	Nov	0	Dec	0

<< < > >> Add A Record Save Clear Record Values

FRM-40350: Query caused no records to be retrieved.

Record: 1/1

Mod: File:

Start | Inbox - Micr... | V:\hqradds\... | HQRADD... | Manual-092... | Oracle For... | Hqradds - ... | Oracle De... | 10:09 AM



## 7.2 Reports

HQRADDs provides multiple energy consumption reports for DUERS1 and DUERS2 data. Each report contains parameter fields that must contain valid entries before a report will run. The parameter fields that appear will depend upon the Report Name selected. Not all reports are available for every level of command, hence the Report Name must be selected first, and then the user may select the level of command for which the report is to be run. Sample reports are included in Appendix D, where they are listed in alphabetical order. Comparison reports display data for fiscal year 1985 and three years selected by the user and are generally used to determine progress towards energy goals. For a complete list of reports and the levels of command that may access them, refer to Appendix C. In all there are 33 distinct pre-formatted report forms


### 7.2.1 Running a Report

To run a report the Reporter must select the Reports command from the main menu. The Reporter has the option of running ADDS-1 Reports or ADDS-2 Reports. The process for running both reports is the same.

The ADDS-1 Report screen will be divided into two sections. The following fields will be displayed in the upper half of the screen and must be selected before a report may be generated: Report Name, Command Level and Installation Names. If the user is logged on as a DODAAC he may only run a report for his own DODAAC so the Command Level and Installation Names will be disabled (grayed out). If the user is logged on as anything else, a Report Name must be selected first. Then the user may select the Command Level as well as enter up to six names (as indicated on the screen) for which the report is to be run.

The lower half of the screen will show parameter fields, which vary depending upon the Report Name selected. Start Date, End Date and Fiscal Year are the parameters that appear most frequently. Other fields that may appear include Report Type, Fiscal Year or YTD Quarter, Product, and Units. The Units field allows the user to specify whether the report data should be shown in dollars, MBTUs, or report units. The Product field enables the user to include a single product code or all in the report. The output format is defaulted to HTML

To move between fields you may use the mouse to click on the desired field. When all the parameter fields are entered, click on the Run Report button. The report displays in a new browser window. Use the mouse to click on the scroll bar on the right side of the screen to view all of the pages.

The Run Report and Cancel buttons are located at the bottom of the screen. They may be selected by clicking on them with the mouse or Tabbing until the desired button is highlighted .

- Run Report. Generates the requested report in a new browser window.
- Cancel. Clears all parameters and returns to the screen defaults.

The user also has the option of choosing either an HTML or PDF format for the report. To facilitate running multiple reports and data comparison, values entered into the report form remain

as the default unless changed by the user or the Cancel button is pressed. For example, if the user wishes to compare energy consumption for multiple products during the same time period, it is not necessary to re-enter the starting and ending dates or the year when generating another report. If the user wishes to start from scratch, selecting the Cancel button will clear the form of all report parameter values entered. The user may then either select another report name or re-select the same report, which will cause the report parameter fields to reappear. The user may view multiple reports in one session by toggling the browser windows, but it is recommended that the user close the windows when they are done to conserve system resources.

To exit the report form, select File from the menu and choose Exit to return to the “Welcome to HQRADDs” screen.

**Figure 7**

The screenshot shows a window titled "ADDS1 Reports" with a menu bar containing "File". The main area contains several input fields and buttons:

- Report Name:** A dropdown menu currently showing "Petroleum By Month And Product".
- Category Selection:** A group box containing four radio buttons: "DODAAC" (selected), "MASCOM", "MACOM", and "ARMY".
- Enter Up To 6 DODAACs, MASCOMs or MACOMs or ALL for all DODAACs:** A section with six empty text input boxes arranged in two columns of three.
- Start Date (DD-MON-YYYY):** A text box containing "01-JAN-1998".
- End Date (DD-MON-YYYY):** A text box containing "01-JUL-1998".
- Select Output Format:** A group box containing two radio buttons: "HTML" (selected) and "PDF".
- Buttons:** "Run Report" and "Cancel" buttons are located at the bottom right of the form area.

The window has a standard Windows taskbar at the bottom with icons for "Start", "Microsoft Word - HQ...", "Developer/2000 for...", "HQRADDs Data Ent...", "ADDS1 Reports", and a system clock showing "3:41 PM".

### 7.2.2 Viewing a Report

Reports are generated in the following two output formats: HTML and PDF. HTML formatted reports will be launched in a new browser window while PDF reports may only be viewed using Adobe Acrobat Readers software. Users must make their selection by choosing HTML or PDF in the Select Output Format box in the lower right portion of the screen. HTML is the default setting. See Appendix D for sample HTML formatted reports.

### 7.2.2.1 HTML Format

When a report is run with the HTML parameter selected, the report will appear in a new browser window. Depending upon the amount of data returned and the number of names for which data was requested, the report window may be divided into frames, with the data located on the right side of the screen and the name(s) selected for the report appearing on the left. Clicking on a name will scroll through the report to the right, and place the selected name's data at the top of the report window.

The report window contains horizontal and vertical scroll bars for moving around and viewing the report. The user may also use the arrow keys and Page Up and Page Down keys to navigate the report screen. If the report window is split into frames, each frame will have its own scroll bars for navigation. The User may increase or decrease the size of the frame window by selecting on the frame line with the mouse and dragging it to its new location. The Exit command from the File menu closes the report and returns to the report form.

### 7.2.2.2 PDF Format

When PDF format is selected, after clicking the Run Report button the user may be prompted by a dialog box asking whether the report should be opened or saved to disk (this is dependent upon how Adobe Acrobat was installed on the User's system). Selecting Open, will spawn the Adobe Acrobat Reader viewing software and the report will be displayed in the user's window. Selecting Save will open a window that allows the user to give the report a filename and select the location to which it should be saved. Users should note that it is easier to save the report and view it than it is to view the report and then save it. See section 5.2.4 for more information on saving reports.

Several tools in Acrobat Reader facilitate report viewing. Selecting the Tools menu item generates a drop down list where users may choose the Zoom In and Zoom Out commands. Another option is to select the View menu item, which also generates a drop down list with the Actual Size and Full Screen options. Hitting the Escape key on your keyboard will close out of Full Screen mode.

### 7.2.3 Printing a Report

HTML reports may be directed to a printer by selecting Print from the Internet browser's File menu. When generating multiple reports, be sure that the window of the report you wish to print is the one that is highlighted. If a report window is divided into frames, highlight the frame that contains the data before printing.

To Print reports in Acrobat Reader, select File from the menu and choose the Print command. It should be noted that reports printed from HTML will not preserve the report pagination. If the correct pagination is desired, the report should be printed from the PDF version.

## 7.2.4 Saving Reports

### 7.2.4.1 Saving an HTML Report.

To save an HTML formatted report, click on the right frame, the one containing report data. Click on File from the browser menu and select Save As. Note that the names that appeared in the left frame will not be saved. When saving the report you have the option of saving it as an ASCII text (\*.txt) or an HTML file (\*.html) to your floppy disk or hard drive. By saving the report as ASCII text, it may be imported into any word processing document, which allows the user to set fonts and margins prior to printing. As a text file, you can import the text into a variety of documents such as Excel spreadsheets and Word documents.

### 7.2.4.2 Saving a PDF Report

After reviewing a report using the Acrobat Reader, the user may save it to disk. Select File from the menu. From the drop down menu that appears select Print. A dialog window will appear containing several print options, one of which is Print to File. Select Print to File. Another window will appear entitled Output File Name where you will be required to enter a file name with a .pdf extension. Enter the report's file name and click OK. The report will be saved to your computer's default directory. Because this option does not allow you to specify to which directory the report will be saved, it is recommended that PDF reports be saved to disk before viewing.

## 7.3 Graphs

### 7.3.1 Creating a Graph

Users may generate two types of graphs using the HQRADDS system. The first is Energy, which generates two pie charts showing a particular installation's total energy consumption and total energy cost for a specified fiscal year. The second is Progress, which uses a bar graph to show an installation's energy consumption since 1985, with the glide path superimposed upon it. Selecting Graph from the menu will open the Create A Graph screen (see Figure 3).

The following fields will be displayed in the upper half of the screen and must be selected before a graph may be generated: Report Name, Command Level and Installation Names. If the User is logged on as a DODAAC they may only run a graph for their own DODAAC, so the Command Level and Installation Names will be disabled (grayed out). If the User is logged on as anything else, a Graph Name must be selected first. Then the User may select the Command Level for which the graph is to be run. The User may then select a single installation (either DODAAC, MASCOM, or MACOM) for which the graph is to be run.

The Progress graph does not require any other information to be entered before a graph may be generated. Selecting the Energy graph generates a Fiscal Year parameter field in the lower portion of the screen that contains dates ranging from 1985 to the current year + 2. Select the year whose data you would like to see depicted in the graph. Selecting Create Graph will generate the graph in a new browser window.

The screenshot shows a web-based interface titled "Create A Graph". It has a menu bar with "File". Below the menu bar, there are two main sections. The top section contains a "Graph Name" dropdown menu with "Energy Graph" selected, a radio button group with "DODAAC" selected, and a "DODAAC" text field with "W26AAA" entered. The bottom section contains a "Fiscal Year" dropdown menu with "1999" selected and a "Create Graph" button. At the bottom of the window, there is a status bar that says "Record: 1/1" and "Unsigned Java Applet Window".

Figure 8

### 7.3.2 Printing a Graph

To print a graph select Print from the browser's File menu. When generating multiple graphs, be sure that the window of the graph you wish to print is the one that is highlighted.


### 7.4 Data Backup

System users are not responsible for backing up the data in HQRADDs. The database resides on a server that will be backed up on a regular basis by staff at that location.

### 7.5 Recovery from Errors, Malfunctions, and Emergencies

If you have a problem you may terminate the session safely by exiting out of the Internet browser. This will exit you out of HQRADDs and will require that you logon again.



When a report is taking too long to generate, clicking the  icon in Internet Explorer on the menu in the new report window will stop the information download process. The report downloaded up to that point will appear in the browser window. Close the window to return to the report or graph form.

## 7.6 Messages

### 7.6.1 Common System Messages

System messages are displayed on the Console window, which is on the bottom of your screen. These messages are to inform the user of irregularities or to confirm a command that has been specified. Most messages will start with FRM-XXXXXX and appear at the bottom left hand corner of the screen. Some are 'alerts' that pop up with dialog boxes prompting you to respond.

#### **Do you want to save the changes you have made? Yes, No, Cancel**

This message appears when a system user has made a change to one of the records on the screen, and is trying to move to another record or exit out of the application. The system has detected that a change has been made (either on purpose or inadvertently) and asks if the user wants to save the changes before continuing. If the changes are not saved, the record will revert back to its previously saved state.

#### **FRM-40202: Field must be entered**

This message appears when the screen is in Insert mode and you trying to move past a required field either by Tabbing to the next field, Inserting a new Record, or exiting out of the screen.

#### **FRM-50011: Not a Valid Month Name.**

This message will appear in the Run a Report form if the three letter abbreviation for a month is spelled incorrectly or the user enters numbers in lieu of characters.

#### **FRM-50026: Date must be entered in a format like DD-MON-YYYY.**

In the Run a Report form, this message commonly appears when the user tries to enter a date in month-day-year or MM-DD-YY formats.

### 7.6.2 List of Error, Warning and Information Messages

FORM NAME	MESSAGE TYPE	ERROR MESSAGE
ADDS-1	Error_Message	'Closing Inventory may not be a negative value.'
	Error_Message	'You may not enter data for a time period later than today.'
	Error_Message	'You cannot modify data entered earlier than 3 months previously.'
	Info_Message	'No data has been changed. This record will not be updated.'
	Warning_Message	'This product was not reported in the previous month.'
	Warning_Message	'This product was not reported in the previous month so consumption

FORM NAME	MESSAGE TYPE	ERROR MESSAGE
		range comparison cannot be made.'
	Warning_Message	'Consumption is less than half or twice as great as the previous month value.'
	Warning_Message	'This product was not reported in the previous year so consumption range comparison cannot be made.'
	Warning_Message	'Consumption is less than half or twice as great as the previous year value.'
ADDS-2	Error_Message	'The Optional BTUs cannot be greater than 0 when the units are either MWH, KWH or MBTU.'
	Error_Message	'You may not enter data for a time period later than today.'
	Error_Message	'You cannot modify data entered earlier than 3 months previously.'
	Info_Message	'No data has been changed. This record will not be updated.'
	Warning_Message	'This product was not reported in the previous month.'
	Warning_Message	'This product was not reported in the previous month so consumption range comparison cannot be made.'
	Warning_Message	'Consumption is less than half or twice as great as the previous month value.'
	Warning_Message	'This product was not reported in the previous year so consumption range comparison cannot be made.'
	Warning_Message	'Consumption is less than half or twice as great as the previous year value.'
	Warning_Message	'Family Housing cost is reported without consumption or consumption is reported without cost.'
	Warning_Message	'Building cost is reported without consumption or consumption is reported without cost.'
	Warning_Message	'Building Unit Cost is not within the correct range.'
	Warning_Message	'Family Housing Unit Cost is not within the correct range.'
Annual Factors	Error_Message	'You may only enter data for the current year.'
	Error_Message	'All square footage values may not be reported as zero.'
	Error_Message	'Square footage cannot be 0 when there are no buildings'.
	Error_Message	'You cannot modify data entered earlier than 12 months previously.'
	Info_Message	'No data has been changed. This record will not be updated.'
	Warning_Message	'Comparison cannot be made as there is no data for the previous year.'
	Warning_Message	'Data values differ from the previous year by more than 5%'.
Degree Days	Error_Message	'You may only enter data for the current year.'
	Error_Message	'You cannot modify data entered earlier than 12 months previously.'
	Info_Message	'No data has been changed. This record will not be updated.'

## 8. Appendices

- Appendix A            ADDS-1 Products & Codes
- Appendix B            ADDS-2 Products & Codes
- Appendix C            List of HQRADDs Reports and User Access
- Appendix D            HQRADDs Report Samples
- Appendix E            HQRADDs Graph Samples



## Appendix A

### ADDs-1 Product Codes

<b>ADDs-1 Nomenclature</b>	<b>Product Code</b>	<b>MBTU BBL</b>
Gasoline, Aviation, Grade 100/130	130	5.25
Gasoline, Aviation, Grade 100/130 Low Lead	131	5.25
Gasoline, Aviation, Grade 115/145	145	5.25
Gasoline, Aviation, Grade 80/87	887	5.25
Gasoline, Aviation, Grade 91/96	996	5.25
Turbine Fuel, Aviation, Grade JP-4	JP4	5.334
Turbine Fuel, Aviation, Grade JP-5	JP5	5.67
Turbine Fuel, Aviation, Referee for JP-5, Grade I	JR1	5.334
Turbine Fuel, Aviation, Grade JP-8	JP8	5.67
Turbine Fuel, Aviation, Grade Jet A	JAA	5.334
Turbine Fuel, Aviation, Grade Jet B	JAB	5.334
Turbine Fuel, Aviation, Grade A-1	JA1	5.334
Gasoline, Automotive, Combat Type I: 3.17 gms per gal., max. metallic lead content	MG1	5.25
Gasoline, Automotive, Combat Type II: 3.17 gms per gal., max. lead content	MG2	5.25
Gasoline, Automotive, Combat Type I: 3.17 gms per gal., max. metallic lead content (NATO F-49)	MG3	5.25
Gasoline, Automotive, Combat, Class 1, Korean Grade	MG4	5.25
Gasoline, Automotive, Combat, Class 2, Korean Grade	MG5	5.25
Gasoline, Automotive, Combat, Class 3, Korean Grade	MG6	5.25
Gasoline, Automotive, Combat, Class 4, Korean Grade	MG7	5.25
Gasoline, Automotive, Premium, Unleaded, German grade	MUG	5.25
Gasoline, Automotive, Premium, Leaded, German grade	MGG	5.25
Gasoline, Automotive, Premium, 4.23 gms per gal., max. lead content	MGP	5.25
Gasoline, Automotive, Regular, 4.24 gms per gal., max. lead content	MGR	5.25
Gasoline, Unleaded, .07 gm per gal., max allowable tetraethyl lead	MGU	5.25
Gasoline, Automotive, Special, No Lead	MUS	5.25
Gasoline, Automotive, Regular, No Lead	MUR	5.25
Gasoline, Automotive, Premium, No Lead	MUP	5.25
Gasoline, Automotive, No/Low Lead, Regular, .50 gms per gal. Max. lead content	MLR	5.25
Gasohol, Premium	GUP	5.08
Gasohol, Regular	GUR	5.08
Gasohol, Special	GUS	5.08
Ethanol	E85	3.75
Diesel Fuel	DFM	5.825
Diesel Fuel (with exceptions to MIL-F 16884G)	DFW	5.825

**ADDs-1 Nomenclature**

	<b>Product Code</b>	<b>MBTU BBL</b>
Diesel Fuel, Grade DF-1, Winter	DF1	5.825
Diesel Fuel, Grade DF-2	DF2	5.825
Bio Diesel	BDI	5.825
Fuel Oil Burner, FS-1	FS1	5.825
Fuel Oil Burner, FS-2	FS2	5.825
Fuel Oil Burner, FS-4	FS4	6.287
Fuel Oil Burner, FS-5	FS5	6.287
Fuel Oil Burner, FS-6	FS6	6.287
Fuel Oil Burner, Navy	NSF	6.287
Kerosene	KSN	5.825
Kerosene 1-K	KS1	5.825
Propane Gas/Liquefied Petroleum Gas (Mobility Only)*	PPG	3.99
Slop Oil, off specification product for which reblending is anticipated	SLP	4.75
Fuel Oil Reclaimed - reclaimed shop oil used as burner fuel oil	FOR	5.00

\* Include NAG, LPG, CNG, or LNG

## Appendix B

### ADDs-2 Product Codes

ADDs-2 Nomenclature	Product Code	Conversion Unit	Reporting Unit
Coal, anthracite	ANC	25.4	short tons
Coal, bituminous	COL	24.58	short tons
Electricity	ELC	3.413	megawatt hours
Geothermal	GEC	0.001348	megawatts
Geothermal electricity	GLC	0.003412	kilowatt hours
Hydroelectric	HYD	0.003412	kilowatt hours
Natural Gas	NAG	1.031	KCF
Photovoltaic	PHO	3.412	kilowatt hours
Propane/LPG/butane	PPG	0.095	gallons
Refuse derived fuel	RdF	6.0	short tons
Purchased steam or hot water	SHW	1.0	MBTUs
Solar thermal	SOL	1.0	MBTU actually used
Wind Power	WND	0.003412	kilowatt hours
Wood	WUD	17.0	short tons
Fuel oil-distillate #	FSD <sup>1</sup>	5.825	barrels
Fuel oil-residual #	FSR <sup>2</sup>	6.257	barrels
Mixed petroleum #	FSX <sup>3</sup>	varies	barrels
Fuel-oil reclaimed #	FOR <sup>4</sup>	5.00	barrels

# These products will automatically be calculated from ADDs-1 data. They will not be entered manually.

~ The conversion unit for mixed petroleum products will be computed from ADDs-1 data.

#### Notes:

1. FSD may include the following products: DFA, DFM, DFW, DF1, DF2, FS1, FS2, KSN, or KS1
2. FSR may include the following products: FS4, FS5, FS6 or NSF
3. FSX may include any ADDs-1 product not included as FOR, FSD, or FSR
4. FOR includes the DUERS1 product FOR.

## Appendix C

### HQRADDs Reports and User Access

Report Title	Report Description	Dodaac	Macom	Mascom	Army
Annual Mobility	This report summarizes ADDS petroleum data by FY and petroleum fuel groups. MOGAS and GASOHOL will be used to measure progress toward mobility goals. Columns provide the base FY, the current FY and two years previous and percentage change for the current year versus the baseline. Good report for monitoring progress.	Y	Y	Y	Y
Annual petroleum by product group	This is a quarterly version of Annual Mobility. It allows for selection of cumulative or non-cumulative data.	Y	Y	Y	Y
Comments Report	This report shows comments entered by Reporters that explain why a Reporter overrode a warning message. This occurs when data entered is not consistent with previously reported data.	Y	Y	Y	
Missing data Report	This report shows missing products for a given date and installation.	Y	Y		
Petroleum by month	This reports all consumption of the specified ADDS-1 product for a fiscal year. Quarterly and annual totals are provided.	Y	Y	Y	Y
Petroleum by month and product	This report lists ADDS-1 consumption by product month.	Y	Y	Y	Y
Petroleum by product	This report lists consumption for the specified ADDS-1 product (or all products) for the base year, the requested FY, and the two prior years. Monthly, quarterly, and annual totals are provided.	Y	Y	Y	Y
Petroleum by product group	This report shows monthly consumption for a selected ADDS-1 product for period chosen. This report allows easy comparison of data.	Y	Y	Y	Y
Petroleum Details	This report shows the ADDS-1 petroleum data in barrels in the same format as it is input. Can be used to validate input.	Y			
Petroleum Reporting Status	This report lists the number of ADDS-1 products reported for			Y	

	whatever period of time the user requests.				
Petroleum Summary by Month	This report provides a summary of ADDS-1 consumption by product category, by product, by month.	Y		Y	
Petroleum Summary by Product	This report shows each consumption category in MBTUs for each product.	Y	Y	Y	Y
Petroleum unit cost	This report represents the cost per barrel for ADDS-1 products.	Y			
Petroleum Validation	This report shows ADDS-1 petroleum fuels in MBTU and subtotals that show FSX, FSR, and FSD (as appropriate) for buildings, process, family housing, installation facilities (not including process). Total mobility is also shown - this is the total of mobility and credit card.	Y	Y	Y	Y
<b>DUERS 2 - REPORTS</b>					
Alternative Fuels	This provides a comparison of Coal and alternate energy consumption for the base year, the requested FY, and the two prior years.	Y	Y	Y	Y
Annual Army Yearend Report	Fiscal year end report showing total Army-wide cost and consumption figures.				Y
Annual Building Area	This report compares selected building areas for the base year, the requested FY, and the two prior yrs.	Y	Y	Y	Y
Annual Factors details	This report lists annual factors including number of buildings, their area, tons of air conditioning, and populations for all years containing data. The format helps point out large deviations from one year to the next.	Y	Y	Y	Y
Annual Summary Analysis	This report combines consumption data and annual data to calculate unit consumption factors. These factors are calculated for the base year, the requested FY, and the two prior yrs.	Y	Y	Y	Y
Annual Utilities by Group	This report is an annual comparison of consumptions for the base year, the current year and two previous years. Consumption is shown by product and product group. This is the report used to measure target/goal accomplishment.	Y	Y	Y	Y
Annual Utilities by Product	This report lists consumption for the specified ADDS-2 product (or all products) for the base year, the requested FY, and the two prior	Y	Y	Y	Y

	years. Monthly, quarterly, and annual totals are provided.				
Annual Utilities by Product Group	This is a quarterly version of Annual Utilities by Group It allows for selection of cumulative or non-cumulative data.	Y	Y	Y	Y
Comments	This report shows comments entered by Reporters that explain why a Reporter overrode a warning message generated by the application. This occurs when data entered may not be consistent with previously reported data.	Y	Y	Y	
Missing Data	This report shows products that are missing for a given date and installation.	Y			
Optional BTU's	This report contains a list of optional BTU content factors which have been reported to ADDS-2.	Y			
Ranking by Consumption	This ranks installations within a MACOM by utility fuel consumption or cost with options for FH, BLDG, PROCESS, MSE, or total facility.			Y	
Ranking by Consumption/KSF	This ranks installations within a MACOM by utility fuel consumption per KSF as reported in the annual factors.			Y	
Ranking for a Product	This ranks installations within a MACOM by process fuel consumption or cost.			Y	
Utilities Details	This report shows the ADDS-2 utility data in report units in the same format as it was input. Can be used to validate input.	Y			
Utilities summary by product	This report shows each consumption category in MBTUs and the costs for each product.	Y	Y	Y	Y
Utilities unit cost	This report presents consumption information by cost/MBTU to allow analysis of consumption costs. Reports are available at Installation, MASCOM, MACOM, and Army-wide consolidations.	Y	Y	Y	Y
Utilities by Month	This reports all consumption of the specified ADDS-2 product for a fiscal year. Quarterly and annual totals are provided.	Y	Y	Y	Y
Utilities by Product	This report shows monthly consumption for a selected ADDS-2 product (or all) for whatever timeframe is chosen. This report	Y	Y	Y	Y

	allows easy comparison of data.				
Utilities Reporting Status	This report lists the number of ADDS-2 products reported for requested time period.			Y	
Utilities Validation	This report shows ADDS-2 utilities consumption in MBTU and cost.	Y	Y	Y	Y
Utilities Consumption	This report is run only for the Army and shows the total consumption by STATE for individual products				Y

## Appendix D

### HQRADDS Report Samples - ADDS-1

Netscape

File Edit View Go Communicator Help

Bookmarks Location: file:///C:/TEMP/58145048.HTM

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 1  
13-JUL-99 08:35 PM

### Annual Mobility

W26AAA FORT BELVOIR

TOTAL PETROLEUM CONSUMPTION

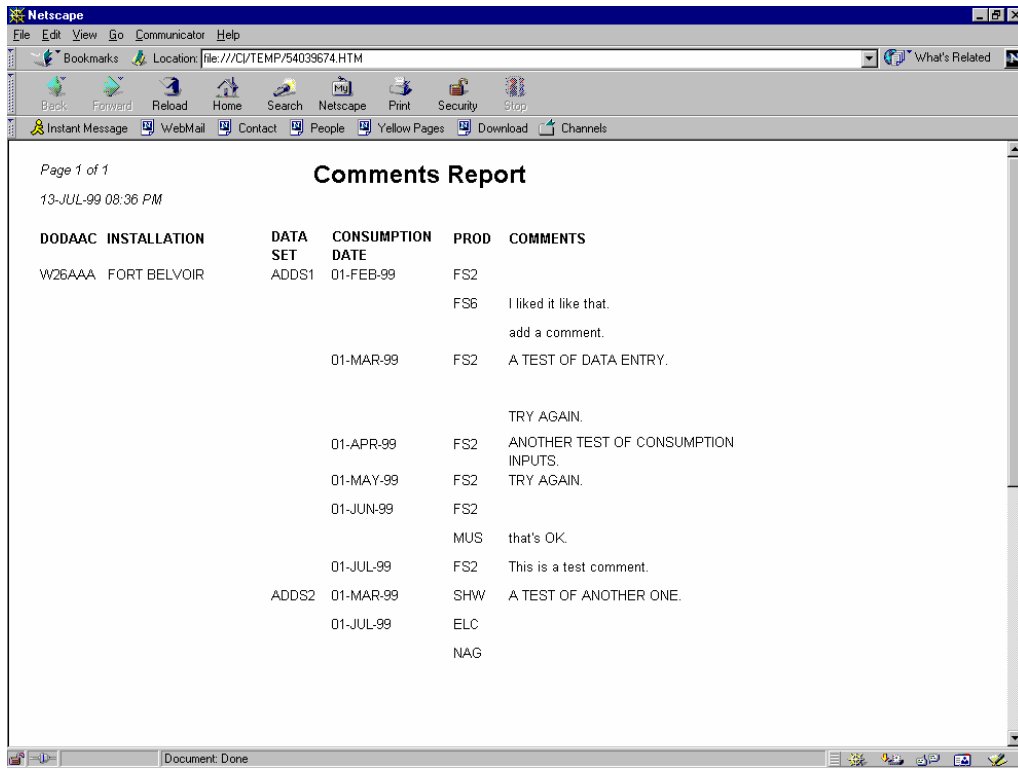
PRODUCT GROUP

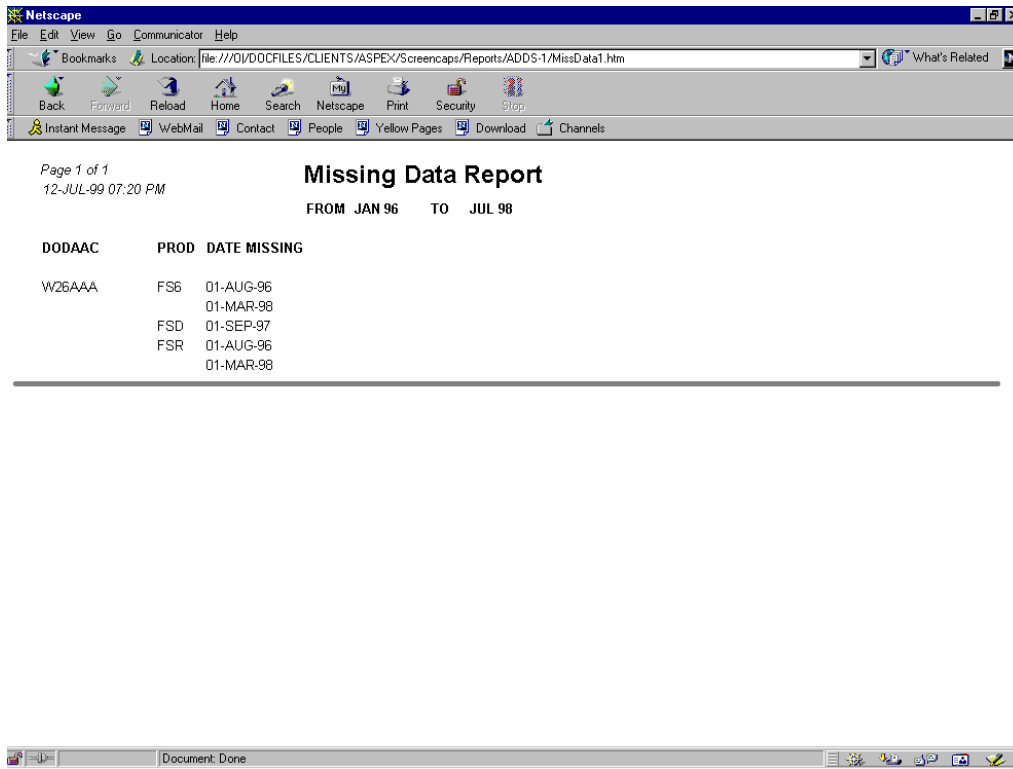
	FY1988 COST (\$000)	FY1985 CONSUMPTION (MBTUS)	FY1996 CONSUMPTION (MBTUS)	FY1997 CONSUMPTION (MBTUS)	FY1998 CONSUMPTION (MBTUS)	1998 VS 1985 PER CENT CHANGE
MOGAS AND GASOHOL						
107		41,596	15,073	14,585	15,309	63.20
OTHER MOBILITY						
273		196,927	79,963	65,559	0	0.00
** TOTAL MOBILITY **						
380		238,523	95,036	80,144	15,309	93.58
BLDG, PROCESS, AND FH						
1,060		882,831	273,611	345,457	261,563	70.37
** TOTAL PETROLEUM **						
1,440		1,121,354	368,647	425,601	276,872	75.31

Document: Done









Netscape

File Edit View Go Communicator Help

Location: file:///C:/TEMP/43403469.HTM

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 2  
13-JUL-99 08:38 PM

### Petroleum By Month And Product

FROM JAN 98 TO JAN 99

W26AAA FORT BELVOIR

ADDs-1 VALIDATION REPORT  
(REPORT UNITS ARE BBLs)

DATE (1)	PROD (2)	MOBILITY (3)	BLDG (4)	PROCESS (5)	CREDIT CARD (6)	FAMILY HOUSING (7)
JAN98	FS2	0	2,104	0	0	310
	FS6		3,952	0	0	0
	DF2	175	0	0	0	0
	JP8	610	0	0	133	0
	MUR	180	0	0	0	0
FEB98	FS2	0	1,848	0	0	978
	FS6		3,663	0	0	0
	DF2	133	0	0	0	0
	MUR	237	0	0	0	0
	JP8	589	0	0	89	0
MAR98	JP8	589	0	0	89	0
	FS2		2,049	0	0	732
	MUR	182	0	0	0	0
	DF2	381	0	0	0	0
APR98	DF2	261	0	0	0	0
	FS2		227	0	0	0
	FS6	0	2,433	0	0	0
	MUR	236	0	0	0	0

Document Done

Page 1 of 1  
13-JUL-99 08:38 PM

### Petroleum By Product

**W26AAA FORT BELVOIR**

**FACILITY CONSUMPTION IN DOLLARS**

PROD	FYQTR	MONTH	1985 FACILITY (DOLLARS)	1996 FACILITY (DOLLARS)	1997 FACILITY (DOLLARS)	1998 FACILITY (DOLLARS)
FS2	1	OCT	31,681	24,972	53,476	37,517
		NOV	369,354	96,218	102,559	66,749
		DEC	406,302	175,041	153,203	92,138
			-----			
			807,337	296,231	309,238	196,403
	2	JAN	646,181	171,083	159,554	76,041
		FEB	518,501	132,335	105,734	89,019
		MAR	362,531	119,003	63,478	87,602
			-----			
			1,527,212	422,421	328,766	252,662
	3	APR	325,065	75,855	32,757	7,151
		MAY	48,758	365	2,884	4,977
		JUN	28,967	26	13,865	9,482
			-----			
			402,791	76,245	49,507	21,609
	4	JUL	39,182	573	9,923	11,151
		AUG	22,943	130	3,334	1,575

Netcape

File Edit View Go Communicator Help

Bookmarks Location: <http://hqradds.belvoir.army.mil/cache/32479034.htm> What's Related

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 5  
12-JUL-99 11:50 PM

### Petroleum By Product Group

**A2519B PHILADELPHIA**

PROD CODE	MONTH	MOBIL	BLDG	PROCESS	DG/LOSS	CREDIT	FH	CLOSE
MX - MO GAS								
MUR	SEP98	0	0	0	0	32	0	0
	OCT98	0	0	0	0	24	0	0
	NOV98	0	0	0	0	20	0	0
	DEC98	0	0	0	0	18	0	0
	JAN99	6	0	0	0	6	0	0
		6	0	0	0	100	0	0
TOTAL MX - MO GAS								
		6	0	0	0	100	0	0
DXX - DIESEL FUEL								
DF2	SEP98	214	0	3016	0	156	0	52
	OCT98	140	0	3002	0	101	0	60
	NOV98	151	0	3419	0	102	0	61
	DEC98	139	0	2322	0	91	0	70
	JAN99	96	20	0	0	20	0	70
		742	20	11759	0	470	0	313
FS2	SEP98	0	33	0	0	33	0	30
	OCT98	0	59	0	0	60	0	31

Document: Done

Netscape

File Edit View Go Communicator Help

Bookmarks Location: file:///C:/TEMP/17165712.HTM What's Related

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 6  
13-JUL-99 08:39 PM

### Petroleum Details

FROM JAN 98 TO JAN 99

**W26AAA FORT BELVOIR**

JAN 98	DF2						
INVENTORY		582	187	0	1	396	
CONSUMPTION		175	0	0	0	0	0
TRANSFER		0	12	0	0	0	0
JAN 98	FS2						
INVENTORY		0	2496	2496	0	0	
CONSUMPTION		0	2104	0	0	0	310
TRANSFER		0	0	0	0	276	0
JAN 98	FS6						
INVENTORY		0	3952	3952	0	0	
CONSUMPTION		0	3952	0	0	0	0
TRANSFER		0	0	0	0	0	0
JAN 98	JP8						
INVENTORY		616	610	610	0	616	
CONSUMPTION		610	0	0	0	133	0
TRANSFER		0	0	0	0	0	0
JAN 98	MUR						
INVENTORY		452	181	0	0	271	
CONSUMPTION		180	0	0	0	0	0

Document: Done

Netcape

File Edit View Go Communicator Help

Bookmarks Location: <http://hqradds.belvoir.army.mil/cache/58624871.htm> What's Related

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

• [FCOM](#)  
 ◦ [FCOM](#)  
 ◦ [MDW](#)  
 ◦ [REC](#)

Page 1 of 3  
 13-JUL-99 12:11 AM

### Petroleum Reporting Status

FOR: FCOM	AUG 1998	SEP 1998	OCT 1998
W12KAA FORT LEWIS	4	4	4
W16BE7 FORT DRUM	5	5	5
W33NYN FORT STEWART	5	5	4
W33NYU FORT MCPHERSON	1	1	1
W34GM7 FORT CAMPBELL	4	4	4
W36P07 FORT BRAGG	3	3	2
W42CW1 FORT POLK	3	3	3
W45NG7 FORT HOOD	3	3	3
W51HU8 FORT CARSON	3	3	3
W80WKN FORT IRWIN	3	3	3

Page 2 of 3  
 13-JUL-99 12:11 AM

### Petroleum Reporting Status

FOR: MDW	AUG 1998	SEP 1998	OCT 1998
W23BDJ FORT GEORGE MEADE	1	3	3
W26AAA FORT BELVOIR	4	4	4
W26BIS FORT BELVOIR	4	4	4

Document: Done



Page 1 of 1  
13-JUL-99 08:40 PM

### Petroleum Summary By Month

**W26AAA      FORT BELVOIR**

MONTH	MOBIL	BLDG	PROCESS	DG/LOSS	CREDIT	FH
JXX - TURBINE FUEL						
JAN98	610	0	0	0	133	0
FEB98	589	0	0	0	89	0
MAR98	589	0	0	0	89	0
TOTAL JXX - TURBINE FUEL						
	1788	0	0	0	311	0
MXX - MO GAS						
JAN98	180	0	0	0	0	0
FEB98	237	0	0	0	0	0
MAR98	182	0	0	0	0	0
APR98	236	0	0	0	0	0
MAY98	249	0	0	0	0	0
JUN98	155	0	0	0	0	0
JUL98	441	0	0	0	0	0
AUG98	295	0	0	0	0	0
SEP98	203	0	0	0	0	0
OCT98	201	0	0	0	0	0
NOV98	201	0	0	0	0	0
DEC98	163	0	0	0	0	0
TOTAL MXX - MO GAS						
	2743	0	0	0	0	0

Netscape

File Edit View Go Communicator Help

Bookmarks Location: file:///C:/TEMP/24153693.HTM

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 1  
13-JUL-99 08:41 PM

### Petroleum Summary By Product

FROM JAN 98 TO JAN 99

W26AAA FORT BELVOIR

FY	PROD	RECORDS FOUND	MOB MBTUS	BLDG MBTUS	PROC MBTUS	FH MBTUS	CCARD MBTUS
1998	DF2	9	16683	0	0	0	0
	FS2	9	0	39651	0	14172	0
	FS6	8	0	117963	0	0	0
	JP8	3	10138	0	0	0	1763
	MUR	9	11435	0	0	0	0
		-----	-----	-----	-----	-----	-----
	SUBTOTAL		38255	157614	0	14172	1763
1999	DF2	3	1462	0	0	728	0
	FS2	4	0	20469	0	11714	0
	FS6	4	0	74589	0	0	0
	MUR	3	2966	0	0	0	0
		-----	-----	-----	-----	-----	-----
	SUBTOTAL		4428	95058	0	12442	0
		-----	-----	-----	-----	-----	-----
TOTAL		52	42684	252672	0	26614	1763

Document: Done

Netscape

File Edit View Go Communicator Help

Bookmarks Location: file:///C:/TEMP/52606932.HTM What's Related

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 2

13-JUL-99 08:41 PM

### Petroleum Unit Costs

	1985 PRODUCT COST	1994 PRODUCT COST	1995 PRODUCT COST	1996 PRODUCT COST	1997 PRODUCT COST	1998 PRODUCT COST	1999 PRODUCT COST
060		25.62	17.64	18.48	18.90		
130	55.44	56.28	88.62	94.92	99.12	153.30	139.86
131	52.50	56.28	88.62	94.92	99.12	153.30	139.86
145	55.44	56.28	88.62	94.92	99.12	153.30	
180		25.62	17.64	18.48	18.90	22.26	
220		25.62	17.64	18.48	18.90		
380		25.62	17.64	18.48	18.90	22.26	
887	55.44	56.28	88.62	94.92	99.12	153.30	
996	52.50						
AN8		42.42	38.64	40.74	41.16	34.86	
DF1	39.90	32.76	26.46	28.56	28.98	34.86	31.92
DF2	39.90	32.76	24.78	26.46	26.88	31.92	28.98
DF8		34.86	29.82	31.92	32.34	38.22	
DFA	39.90	32.76	29.82	31.92	32.34	38.38	
DFB	27.30		29.82	31.92	32.34		
DFM	39.90	32.76	26.46	28.56	28.98	34.86	31.92
DFR		32.76	26.46	84.00	85.26	102.06	
DFW	39.90	32.76	28.56	30.66	31.08	37.38	34.02
DG2		32.76	28.56	30.66	31.08	37.38	
DJ1				28.56	28.98	34.86	
DJ2				26.46	26.88	32.34	
DKR				29.40	29.82	35.70	

Document: Done

Netscape  
File Edit View Go Communicator Help  
Bookmarks Location: file:///C:/TEMP/15531333.HTM What's Related  
Back Forward Reload Home Search Netscape Print Security Stop  
Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 3  
13-JUL-99 08:41 PM

### Petroleum Validation

FROM JAN 98 TO JAN 99

W26AAA FORT BELVOIR

ADDS-1 VALIDATION REPORT  
(UNITS ARE MBTUS)

DATE (1)	PROD (2)	CONV FACTOR (MBTU/BBL) (3)	PROCESS (4)	FAMILY HOUSING (5)	BLDG (6)	INSTALL FACILITY (7)=(4)+(5) (8)=(4)+(5)+(6)	TOTAL FACILITY (9)	INSTALL MOBILITY (9)
JAN98	FS2	5.825	0	1,806	12,256	12,256	14,062	0
	DF2	5.825	0	0	0	0	0	1,019
	FSD SUBTOTAL		0	1,806	12,256	12,256	14,062	1,019
	MUR	5.250	0	0	0	0	0	945
	JP8	5.670	0	0	0	0	0	4,213
	FSX SUBTOTAL		0	0	0	0	0	5,158
	FS6	6.287	0	0	24,846	24,846	24,846	0
	FSR SUBTOTAL		0	0	24,846	24,846	24,846	0
FEB98	FS2	5.825	0	5,697	10,765	10,765	16,461	0
	DF2	5.825	0	0	0	0	0	775
	FSD SUBTOTAL		0	5,697	10,765	10,765	16,461	775
	MUR	5.250	0	0	0	0	0	1,244
	JP8	5.670	0	0	0	0	0	3,844
	FSX SUBTOTAL		0	0	0	0	0	5,088

Document: Done

## HQRADDs Report Samples - ADDS-2

Page 1 of 1  
12-JUL-99 07:58 PM

### Alternative Fuels

QUARTER 3 CUMULATIVE

**W33NYN      FORT STEWART**

	ENERGY CONSUMPTION --				TOTAL	1998 VS 1985
PROD	1985 FYTD 3 CONSUMPTION (MBTUS)	1996 FYTD 3 CONSUMPTION (MBTUS)	1997 FYTD 3 CONSUMPTION (MBTUS)	1998 FYTD 3 CONSUMPTION (MBTUS)	1998 FYTD 3 (\$ 000)	FYTD 3 PERCENT CHANGE
FOR		12,500	16,515	10,535	30	
WUD	250,812	393,831	341,190	327,771	450	-30.68
	250,812	406,331	357,705	338,306	480	

Page 1 of 1  
08-JUL-99 05:14 PM

### Annual Energy Management Data Report For 1998

BLDG/FACS	CONSUMPTION	COST (K \$)	UNIT COST	BBTUS
Electricity MWH	8,521,477	453,501	.05 /kWh	29,143
Fuel Oil Thou Gal	80,370	56,892	.71 /gallon	11,229
Natural Gas Thou Cu Ft	29,576,216	127,523	4.31 /Thou Cu Ft	39,361
LPG/Propane Thou Gal	11,118	8,794	.79 /gallon	1,056
Coal Sh Ton	161,638	7,404	45.80 /sh ton	4,099
Purch. Steam BBTu	6,243	97,508	15.62 /MMBTu	6,243
Other BBTu	604	704	1.16 /MMBTu	604
<b>PROCESS</b>				
Electricity MWH	117,434	5,400	.05 /kWh	401
Fuel Oil Thou Gal	1,641	1,252	.75 /gallon	231
Natural Gas Thou Cu Ft	150,341	619	4.12 /Thou Cu Ft	155
LPG/Propane Thou Gal	410	227	.55 /gallon	39
Coal Sh Ton	125,640	5,225	41.59 /sh ton	3,250
Other BBTu	7		/MMBTu	7
<b>VEHICLES/EQUIP</b>				
Auto Gas Thou. Gal.	28,320	27,200,038	.96 /gallon	3,540
Diesel Thou. Gal.	33,335	26,598,801	.80 /gallon	4,623
Aviation Gas Thou. Gal.	4	16,097	3.65 /gallon	1
Jet Fuel Thou. Gal.	154,484	140,710,516	.91 /gallon	20,846
Other BBTu	261	1,782,878	.81 /MMBTu	261

Document: Done

Netscape

File Edit View Go Communicator Help

Bookmarks Location: file:///C:/TEMP/35645337.HTM What's Related

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 3

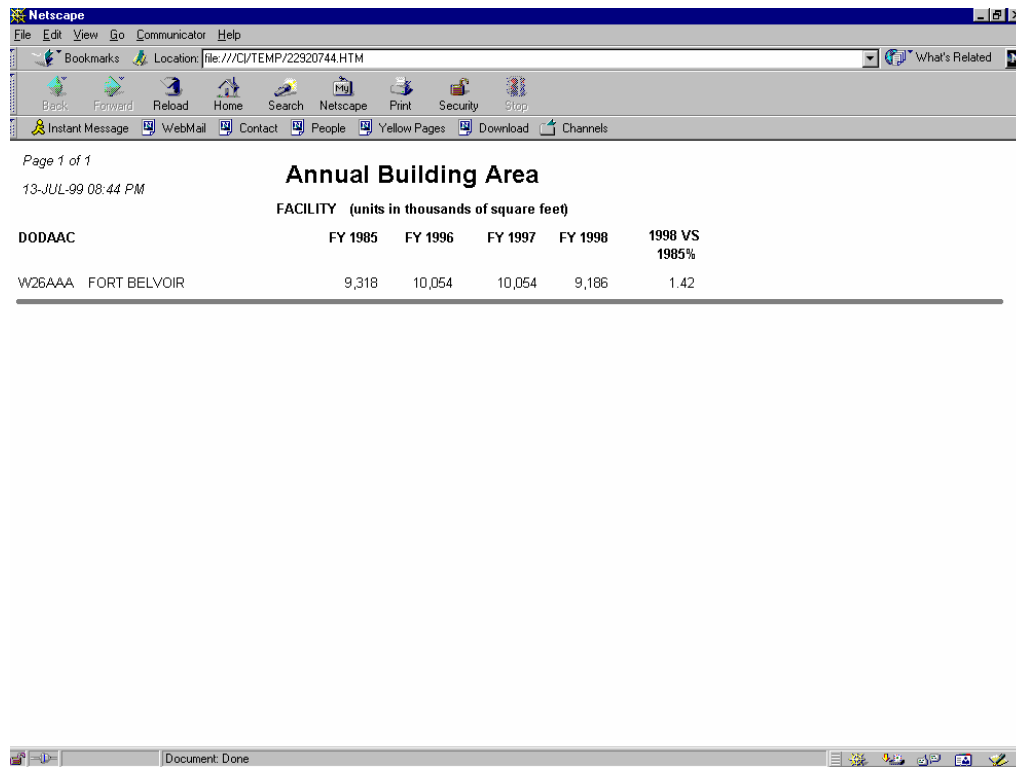
13-JUL-99 08:44 PM

### Annual Factors Detail

**W26AAA FORT BELVOIR**

FY		NUMBER OF BUILDINGS	BUILDING (000 SF)	TONS OF A/C	PROCESS FACTOR
1975	INSTALLATION	1505	6117	0	0
	FAMILY HOUSING	1655	2304	0	
	MSE	0	0		
	PROCESS	0	0		
	TOTAL	3160	8421	0	0
1985	INSTALLATION	861	6250	10705	0
	FAMILY HOUSING	757	3068	2721	
	MSE	0	0		
	PROCESS	0	0		
	TOTAL	1618	9318	13426	0
1986	INSTALLATION	856	6238	11740	0
	FAMILY HOUSING	757	3068	2721	
	MSE	0	0		
	PROCESS	0	0		
	TOTAL	1613	9306	14461	0
1987	INSTALLATION	846	6535	12458	0
	FAMILY HOUSING	757	3068	2721	
	MSE	0	0		
	PROCESS	0	0		
	TOTAL	0	0		

Document: Done



The screenshot shows a Netscape browser window with the title bar 'Netscape'. The menu bar includes 'File', 'Edit', 'View', 'Go', 'Communicator', and 'Help'. The address bar shows 'Location: file:///C:/TEMP/22920744.HTM'. The toolbar contains icons for 'Back', 'Forward', 'Reload', 'Home', 'Search', 'Netscape', 'Print', 'Security', 'Stop', 'Instant Message', 'WebMail', 'Contact', 'People', 'Yellow Pages', 'Download', and 'Channels'. The page content includes the text 'Page 1 of 1' and '13-JUL-99 08:44 PM'. The main title is 'Annual Building Area'. Below it is a table with the following data:

FACILITY (units in thousands of square feet)					
DODAAC	FY 1985	FY 1996	FY 1997	FY 1998	1998 VS 1985%
W26AAA FORT BELVOIR	9,318	10,054	10,054	9,186	1.42

The status bar at the bottom shows 'Document: Done'.



Netcape

File Edit View Go Communicator Help

Bookmarks Location: <http://hqradds.belvoir.army.mil/cache/26115804.htm> What's Related

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

[HSC](#)  
[REC](#)  
[USMA](#)

Page 1 of 3

08-JUL-99 12:00 AM

### Annual Summary Analysis

**HSC HEALTH SERVICES CMD**

FACILITY CONSUMPTION	1985	1996	1997	1998	% CHG 1998/1985
1. ENERGY CONS	3,260,278	3,708,621	3,320,381	3,227,753	1.00
2. THERMAL CONS	2,204,757	2,234,314	1,913,235	1,842,294	16.44
3. ELECTRICAL CONS	1,055,521	1,474,307	1,407,146	1,385,460	-31.26
4. ENERGY \$	28,446,982	27,584,055	27,401,320	26,169,948	8.00
5. THERMAL \$	11,346,228	8,842,355	8,666,561	7,570,941	33.27
6. ELECTRICAL \$	17,100,754	18,741,700	18,734,759	18,599,007	-8.76
7. ENERGY UNIT \$	8.73	7.44	8.25	8.11	7.08
8. THERMAL UNIT \$	5.15	3.96	4.53	4.11	20.15
9. ELECTRICAL UNIT \$	16.20	12.71	13.31	13.42	17.14
10. REAL PROP. BLDG	2,139.00	1,860.00	1,886.00	1,929.00	9.82
11. REAL PROP. KSF	18,838.00	22,176.00	20,815.00	20,324.00	-7.89
12. MBTU/KSF	173.07	167.24	159.52	158.81	8.24

Page 2 of 3

08-JUL-99 12:00 AM

### Annual Summary Analysis

**REC ARMY RECRUITING CMD**

FACILITY CONSUMPTION	1985	1996	1997	1998	% CHG 1998/1985
1. ENERGY CONS	0	0	0	0	0.00
2. THERMAL CONS	0	0	0	0	0.00

Document: Done

Page 1 of 1  
13-JUL-99 08:45 PM

## Annual Utilities By Group

**W26AAA FORT BELVOIR**  
UTILITIES CONSUMPTION -- FACILITY

**PRODUCT/PRODUCT GROUP**

	FY1998 COST (\$000)	FY1985 CONSUMPTION (MBTUS)	FY1996 CONSUMPTION (MBTUS)	FY1997 CONSUMPTION (MBTUS)	FY1998 CONSUMPTION (MBTUS)	1998 VS 1985 PER CENT CHANGE	\$/MBTU
UTILITY							
ELC	6,764	379,983	544,141	523,244	468,171	-23.21	14.45
NAG	1,916	86,656	278,441	404,321	379,207	-337.6	5.05
PPG	11	14,082	1,338	1,292	823	94.15	12.74
* SUBTOTAL *	8,691	480,721	823,920	928,857	848,201	-76.44	10.25
PETROLEUM							
FSD	456	413,884	179,765	154,269	90,142	78.22	5.06
FSR	553	468,947	93,846	188,352	171,421	63.45	3.22
FSX				2,625			
* SUBTOTAL *							

Document: Done

Page 2 of 11  
12-JUL-99 07:21 PM

### Annual Utilities By Product

**W16BE7      FORT DRUM**

PROD CODE	FY QTR	MONTH	UNITS	1985 FACILITY (DOLLARS)	1996 FACILITY (DOLLARS)	1997 FACILITY (DOLLARS)	1998 FACILITY (DOLLARS)
PPG	1	OCT	GAL	302	28,551	37,521	36,993
		NOV	GAL	143	41,070	70,506	55,724
		DEC	GAL	490	76,571	87,334	84,191
	2			-----			
				935	146,192	195,361	176,908
	3	JAN	GAL	311	91,758	108,910	58,018
		FEB	GAL	499	79,879	99,980	74,774
		MAR	GAL	60,447	85,614	79,720	65,271
	4			-----			
				61,257	257,251	288,610	198,063
	5	APR	GAL		35,148	77,922	42,829
		MAY	GAL		36,885	37,026	12,934
		JUN	GAL		11,637	32,873	3,277
	6			-----			
					83,670	147,821	59,040
	7	JUL	GAL		8,957	2,976	6,918
		AUG	GAL		25,897	11,862	19,737
		SEP	GAL		20,127	28,009	11,037

Netscape

File Edit View Go Communicator Help

Location: file:///D:/DOCFILES/CLIENTS/ASPEX/Screenshots/Reports/Adds-2/AnnUtilProdGp.htm

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 11

12-JUL-99 07:22 PM

## Annual Utilities By Product Group

QUARTER 4 CUMULATIVE

**W12KAA FORT LEWIS**

UTILITIES CONSUMPTION -- FACILITY

**PRODUCT/PRODUCT GROUP**

	FY1998 FYTD 4 COST (\$000)	FY1985 FYTD 4 CONSUMPTION (MBTUS)	FY1996 FYTD 4 CONSUMPTION (MBTUS)	FY1997 FYTD 4 CONSUMPTION (MBTUS)	FY1998 FYTD 4 CONSUMPTION (MBTUS)	1998 VS 1985 PER CENT CHANGE	\$/MBTU
<b>UTILITY</b>							
ELC	5,571	625,958	721,290	712,771	717,553	-14.63	7.76
NAG	4,807	558,084	1,427,547	1,390,017	1,287,148	-130.64	3.73
PPG		2,873	38				
* SUBTOTAL *	10,378	1,186,915	2,148,875	2,102,788	2,004,701	-68.90	5.18
<b>PETROLEUM</b>							
FSD	792	1,023,633	75,766	234,113	173,131	83.09	4.58
FSR	87	515,377	35,427	135,076	31,014	93.98	2.81
* SUBTOTAL *	879	1,539,010	111,193	369,189	204,145	86.74	4.31

Document: Done

Page 1 of 1  
13-JUL-99 08:47 PM

### Optional BTUs

FROM JAN 98 TO JAN 99

DODAAC	PROD CODE	AS OF	D2OPTBTU	CHANGED
W33NYN	FOR	10/01/98	5,000,000	02/02/99
		11/01/98	5,000,000	02/02/99
		12/01/98	5,000,000	03/23/99
		01/01/99	5,000,000	03/23/99
	FSD	10/01/98	5,825,000	02/02/99
		01/01/99	5,825,000	04/08/99
	WUD	01/01/98	9,000,000	06/04/98
		02/01/98	9,000,000	09/23/98
		03/01/98	9,000,000	06/04/98
		04/01/98	9,000,000	06/04/98
		05/01/98	9,000,000	11/13/98
		06/01/98	9,000,000	11/13/98
W36P07	NAG	07/01/98	9,000,000	11/12/98
		08/01/98	9,000,000	11/12/98
		09/01/98	9,000,000	11/12/98
		10/01/98	9,000,000	02/02/99
		11/01/98	9,000,000	02/02/99
		12/01/98	9,000,000	03/23/99
		01/01/99	9,000,000	03/23/99
		01/01/98	1,032,000	03/16/98
		02/01/98	1,031,000	04/21/98
		01/01/98	1,010,000	03/18/98
		02/01/98	1,005,000	04/14/98
		03/01/98	1,005,000	07/10/98

Document: Done

Netscape

File Edit View Go Communicator Help

Bookmarks Location: <http://hqradds.belvoir.army.mil/cache/02750791.htm> What's Related

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 2

12-JUL-99 03:28 PM

### Ranking By Consumption

FROM MAR 99 TO AUG 99

INCLUDES:

INSTALLATION RANKING BY CONSUMPTION AND COST - FACILITY

RANK	DODAAC	INSTALLATION NAME	MBTUS	DOLLARS
1	W26AAA	FORT BELVOIR		
2	W31G3G	REDSTONE ARSENAL	352,826	\$3,735,102
3	W22PEQ	FORT KNOX	220,893	\$1,292,424
4	W80571	CAMP CASEY, KOREA	178,081	\$1,270,982
5	W61DEV	FORT HUACHUCA	107,860	\$1,189,634
6	W44HAN	HANAU	68,202	\$971,498
7	W15BW9	PICATINNY ARSENAL	134,184	\$968,632
8	W80WKN	FORT IRWIN	66,718	\$922,806
9	W15A9X	FORT DIX	139,312	\$872,697
10	W43HZD	WHITE SANDS MISSILE RANGE	65,292	\$801,366
11	W26ADX	FORT LEE	80,550	\$784,575
12	W33BQ9	FORT BENNING	134,441	\$766,679
13	W45NSU	FORT BLISS	93,172	\$762,704
14	W55RHF	KANSAS ARNG	849,922	\$714,872
15	W25G1V	TOBYHANNA ARMY DEPOT	99,257	\$664,733
16	W23G1L	FORT DETRICK	101,277	\$664,226
17	W44SCH	SCHWEINFURT 280 BSB	36,943	\$630,488
18	W15HZS	FORT MONMOUTH	45,517	\$607,692
19	W55NSO	FORT LEAVENWORTH	72,168	\$586,553
20	W55CVC	FORT RILEY	95,372	\$576,583
21	W25KYQ	PENNSYLVANIA ARNG	1,750,886	\$562,023
22	W52H1B	ROCK ISLAND ARSENAL	127,088	\$559,914

Document: Done

Netscape

File Edit View Go Communicator Help

Bookmarks Location: file:///C:/TEMP/09129188.HTM What's Related

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 1  
13-JUL-99 08:48 PM

### Ranking By Consumption/KSF

FROM JAN 98 TO JAN 99

INSTALLATION RANKING BY CONSUMPTION - TOTAL

RANK	INSTALLATION NAME	\$/KSF	\$	KSF
1	FORT DRUM	1,225.39	15,328,392	12,509
2	FORT CARSON	927.83	10,959,584	11,812
3	FORT BRAGG	798.18	20,881,205	26,161
4	FORT IRWIN	779.97	5,534,632	7,096
5	FORT CAMPBELL	692.01	12,440,253	17,977
6	FORT HOOD	668.50	18,605,697	27,832
7	FORT STEWART	637.28	9,305,551	14,602
8	FORT MCPHERSON	531.58	3,953,887	7,438
9	FORT RILEY	522.02	6,831,729	13,087
10	FORT POLK	496.00	8,587,690	17,314
11	FORT LEWIS	358.80	8,101,997	22,581

Document: Done

Netscape

File Edit View Go Communicator Help

Bookmarks Location: file:///C:/TEMP/49640021.HTM

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 1

13-JUL-99 08:48 PM

### Ranking For A Product

FROM JAN 98 TO JAN 99

INCLUDES: FCOM

INSTALLATION RANKING BY CONSUMPTION AND COST - FACILITY FOR PRODUCT PPG

RANK	DODAAC	INSTALLATION NAME	MBTUS	DOLLARS
1	W80WKN	FORT IRWIN	197,192	\$1,578,121
2	W33NYU	FORT MCPHERSON	26,730	\$820,147
3	W16BE7	FORT DRUM	83,864	\$475,318
4	W34GM7	FORT CAMPBELL	24,102	\$174,988
5	W36P07	FORT BRAGG	16,442	\$115,326
6	W33NYN	FORT STEWART	14,228	\$97,935
7	W55CVC	FORT RILEY	8,431	\$76,841

Document: Done



Netcape

File Edit View Go Communicator Help

Bookmarks Location: http://hqradds.belvoir.army.mil/cache/63942056.htm What's Related

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

- [IOC](#)
- [MVD](#)
- [POD](#)
- [SPD](#)

Page 1 of 4  
12-JUL-99 08:09 PM

## Petroleum By Month

IOC INDUSTRIAL OPERATIONS COMMAND

QTR	MONTH	FY 1996		CONSUMPTION OF			FSD IN BBL			
		INV	OPTBTU	COST	BLDG	PROCESS	MSE	FH	FH COST	
1	OCT			146,218	5,406	119		275	7,262	
	NOV			302,394	11,336	107		523	13,814	
	DEC			406,156	15,316	96		902	23,774	
*				854,768	32,058	322		1,700	44,850	
2	JAN			542,335	20,264	338		843	22,248	
	FEB			477,095	17,638	465		964	25,342	
	MAR			415,941	15,587	187		611	16,143	
*				1,435,371	53,489	990		2,418	63,733	
3	APR			382,654	14,294	245		457	12,055	
	MAY			191,079	7,002	237		453	11,853	
	JUN			95,115	3,251	348				
*				668,848	24,547	830		910	23,908	
4	JUL			67,497	2,325	232				
	AUG			52,280	1,680	313				
	SEP			65,731	2,146	364		105	2,766	
*				185,508	6,151	909		105	2,766	

48% 56% of 108K (at 5.6K/sec, 8 secs remaining)

Netscape

File Edit View Go Communicator Help

Bookmarks Location: http://hqradds.belvoir.army.mil/cache/06357247.htm

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

[AT5F01](#)  
[W33NYN](#)  
[W41DTW](#)  
[WK4ANS](#)

Page 3 of 15  
12-JUL-99 08:25 PM

### Utilities By Product

W33NYN FORT STEWART  
UNITS ARE: MWH

PROD CODE	FY	MONTH	BUILDING CONSUMED	PROCESS CONSUMED	F. HOUSING CONSUMED	MSE CONSUMED	TOTAL CONSUMED
ELC	1996	APR96	36,113	0	12,567	0	48,680
	1996	MAY96	44,014	0	13,860	0	57,874
	1996	JUN96	48,195	0	16,734	0	64,929
	1996	JUL96	60,714	0	17,840	0	78,554
	1996	AUG96	50,803	0	18,468	0	69,270
	1996	SEP96	54,233	0	15,543	0	69,775
	1997	OCT96	43,154	0	13,604	0	56,758
	1997	NOV96	35,410	0	11,079	0	46,488
	1997	DEC96	41,133	0	10,737	0	51,871
	1997	JAN97	41,229	0	12,219	0	53,448
	1997	FEB97	34,741	0	12,553	0	47,294
	1997	MAR97	35,550	0	10,092	0	45,642
		*	525,289	0	165,296	0	690,583

Page 4 of 15  
12-JUL-99 08:25 PM

### Utilities By Product

W33NYN FORT STEWART  
UNITS ARE: BBL

Netcape

File Edit View Go Communicator Help

Bookmarks Location: http://hqradds.belvoir.army.mil/cache/02066321.htm What's Related

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

• [ACE](#)  
• [ACE](#)

Page 1 of 1  
12-JUL-99 08:31 PM

### Utilities Reporting Status

FOR: ACE		SEP 1997	OCT 1997	NOV 1997	DEC 1997	JAN 1998
A2519B	PHILADELPHIA		2	2	2	2
A41XDE	LITTLE ROCK	4	4	4	3	3
A43300	ALBUQUERQUE	3	3	3	3	3
A5259B	ROCK ISLAND	4	4	4	4	4
A5823B	KANSAS CITY	4	4	4	4	4
A5920B	OMAHA	3	3	3	3	3
A62252	SAN FRANCISCO	2	2	2	2	2
A68122	SEATTLE	2	2	2	2	2
A68KAM	ALASKA DISTRICT	2	2	2	2	2
W16ROE	NEW YORK	2	2	2	2	2
W23HAV	BALTIMORE	1	1	1	1	1
W26GLG	NORFOLK	2	2	2	2	2
W38XDD	NASHVILLE	2	2	2	2	2
W42HEM	NEW ORLEANS	3	3	3	3	3
W44XGQ	TULSA	3	3	3	3	3
W52EU2	CONSTR ENGRING RSH LAB	2	2	2	2	2
W62N6M	SACRAMENTO	3	3	3	3	3

Document Done

Netscape  
File Edit View Go Communicator Help  
Bookmarks Location: http://hqradds.belvoir.army.mil/cache/29327651.htm What's Related  
Back Forward Reload Home Search Netscape Print Security Stop  
Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 4  
13-JUL-99 12:05 AM

### Utilities Validation

FROM JAN 99 TO JUN 99

W26AAA FORT BELVOIR

DATE (1)	PROD (2)	INVENTORY (3)	BTU CONTENT (4)	INSTL COST (5)	BUILDING CONSUMPTION (6)	PROCESS CONSUMPTION (7)	MSE CONSUMPTION (8)
9901	ELC	0	0	389,294	25,232	0	0
	FSD	0	0	43,183	8,807	0	0
	FSR	0	0	78,980	25,701	0	0
	NAG	0	0	386,090	77,320	0	0
	PPG	0	0	940	100	0	0

PROD (2)	FAMILY HOUSING (9)	FAMILY HOUSING COST (10)	TOTAL FACILITY (6+7+8)	TOTAL INCL. F. HOUSING (6+7+8+9)	\$ TOTAL FACILITY (5+10)
ELC	7,236	122,745	25,232	32,468	512,039
FSD	5,225	25,618	8,807	14,032	68,801
FSR	0	0	25,701	25,701	78,980
NAG	10	61	77,320	77,330	386,151
PPG	0	0	100	100	940

Page 2 of 4  
13-JUL-99 12:05 AM

### Utilities Validation

Document: Done

Netcape

File Edit View Go Communicator Help

Bookmarks Location: http://hqradds.belvoir.army.mil/cache/095693274.htm

Back Forward Reload Home Search Netscape Print Security Stop

Instant Message WebMail Contact People Yellow Pages Download Channels

Page 1 of 186

### Utility Details

08-JUL-99 05:22 PM FROM MAY 97 TO AUG 97

**A41XDE LITTLE ROCK**

DATE	PROD	INVEN	OPT BTU	COST	BLDG	PROCESS	FAMILY		
							HOUSING	FH. COST	MSE
JUN 97	ELC	0	0	106,142	154	1,009	0	0	0
	FSD	0	0	5,322	0	198	0	0	0
	NAG	0	0	400	4	35	0	0	0
	SOL	0	0	0	0	549	0	0	0
JUL 97	PPG	3,785	0	170	218	0	0	0	0
	ELC	0	0	113,279	219	1,319	0	0	0
	FSD	0	0	2,258	0	84	0	0	0
	NAG	0	0	330	3	148	0	0	0
AUG 97	SOL	0	0	0	0	641	0	0	0
	PPG	3,590	0	435	520	0	0	0	0
	ELC	0	0	120,782	228	1,465	0	0	0
	NAG	0	0	331	3	32	0	0	0
AUG 97	PPG	0	0	110	140	0	0	0	0
	SOL	0	0	0	0	824	0	0	0
	FSD	0	0	4,408	0	164	0	0	0

Page 2 of 186

### Utility Details

08-JUL-99 05:22 PM FROM MAY 97 TO AUG 97

**A43300 ALBUQUERQUE**

FAMILY

2%

Connect: Host hqradds.belvoir.army.mil contacted. Waiting for reply...

**Netscape**  
File Edit View Go Communicator Help  
Bookmarks Location: http://hqradds.belvoir.army.mil/cache/52418832.htm What's Related  
Back Forward Reload Home Search Netscape Print Security Stop  
Instant Message WebMail Contact People Yellow Pages Download Channels

---

Page 1 of 148  
12-JUL-99 07:46 PM

### Utility Summary By Product

FROM JAN 99 TO MAR 99

**A2519B PHILADELPHIA**

FY	PROD	RECORDS FOUND	BLDG MBTUS	PROC MBTUS	FH MBTUS	MSE MBTUS	COST	F.HOUSING COST
1999	ELC	3	2065	0	0	0	46792	0
	FSD	2	1340	0	0	0	6584	0
	NAG	3	149	0	0	0	1043	0
		-----	-----	-----	-----	-----	-----	-----
	SUBTOTAL	8	3554	0	0	0	54419	0
		-----	-----	-----	-----	-----	-----	-----
	TOTAL	8	3554	0	0	0	54419	0

---

Page 2 of 148  
12-JUL-99 07:46 PM

### Utility Summary By Product

FROM JAN 99 TO MAR 99

**A41XDE LITTLE ROCK**

FY	PROD	RECORDS FOUND	BLDG MBTUS	PROC MBTUS	FH MBTUS	MSE MBTUS	COST	F.HOUSING COST
1999	ELC	3	2324	7307	0	0	187620	0
	FSD	3	0	1963	0	0	9767	0
	NAG	2	667	577	0	0	6150	0
	PPG	3	653	0	0	0	3449	0
	SOL	3	0	587	0	0	0	0
		-----	-----	-----	-----	-----	-----	-----

2% [2% of 1548K (at 4.3K/sec, 05:52 remaining)]

**Netscape**  
File Edit View Go Communicator Help  
Bookmarks Location: <http://hqradds.belvoir.army.mil/cache/21040769.htm> What's Related  
Back Forward Reload Home Search Netscape Print Security Stop  
Instant Message WebMail Contact People Yellow Pages Download Channels

[A2519B](#)  
[A41XDE](#)  
[A43300](#)  
[A5259B](#)  
[A5823B](#)  
[A68122](#)  
[W11M93](#)  
[W12KAA](#)  
[W12L3Z](#)  
[W13G07](#)  
[W13G6G](#)  
[W13N92](#)  
[W14KUL](#)  
[W15A9X](#)  
[W15BW9](#)  
[W15HZS](#)  
[W15MCC](#)  
[W16BCT](#)  
[W16BE7](#)  
[W16L6S](#)  
[W17KZ8](#)  
[W18G70](#)  
[W1FEAA](#)  
[W21LRB](#)  
[W22G1F](#)  
[W22PEQ](#)  
[W22QW6](#)  
[W23BDJ](#)  
[W23G1L](#)  
[W23HAV](#)  
[W23HYV](#)

Page 1 of 145  
12-JUL-99 07:49 PM

### Utility Unit Costs

**A2519B PHILADELPHIA**

PROD	MONTH	FACILITY (Report Units)	COST	MBTU (Rounded)	\$/MBTU	\$/UNIT
ELC	JAN99	207	15,055	706	21.31	72.73
	FEB99	215	17,549	734	23.92	81.62
	MAR99	183	14,188	625	22.72	77.53
FSD	JAN99	129	3,692	751	4.91	28.62
	FEB99	101	2,892	588	4.92	28.63
NAG	JAN99	42	311	43	7.18	7.40
	FEB99	54	382	56	6.86	7.07
	MAR99	49	350	51	6.93	7.14

Page 2 of 145  
12-JUL-99 07:49 PM

### Utility Unit Costs

**A41XDE LITTLE ROCK**

PROD	MONTH	FACILITY (Report Units)	COST	MBTU (Rounded)	\$/MBTU	\$/UNIT
ELC	JAN99	286	19,081	976	19.55	66.72
	FEB99	211	14,954	720	20.77	70.87
	MAR99	184	11,140	628	17.74	60.55
NAG	FEB99	343	1,679	354	4.75	4.89
	MAR99	304	1,627	313	5.19	5.35

32% of 1163K (at 17.3K/sec, 45 secs remaining)

## Appendix E

### HQRADDS Graph Samples

